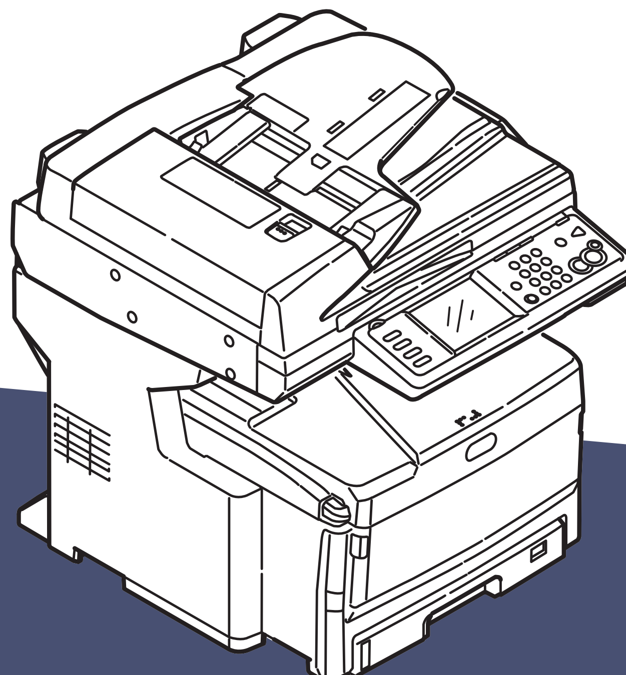
muratec

MFX-C3400

Plain-paper digital Fax/Copier/Printer/Scanner

User's Guide



Please read this guide before operating this machine.
After you finish reading this guide, keep it handy for easy reference.

Copyright Information

Document Information

MFX-C3400 User's Guide
P/N OMMFX3400
Revision 1.0
January, 2009

Disclaimer

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The most up-to-date drivers and manuals are available from the web site:

http://www.muratec.com

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Notes, Cautions and Warnings

NOTE
A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

For the protection of your product, and in order to ensure that you benefit from its full functionality, this model has been designed to operate only with genuine Muratec toner cartridges. These can be identified by the Muratec trademark. Any other toner cartridge may not operate at all, even if it is described as “compatible”, and if it does work, your product's performance and print quality may be degraded.

Specifications subject to change without notice. All trademarks acknowledged.

Emergency First Aid

Take care with toner powder:

If swallowed, induce vomiting and seek medical attention. Never attempt to induce vomiting if person is unconscious.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it gets into the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spills should be treated with cold water and soap to help reduce risk of staining skin or clothing.

Introduction

Congratulations on choosing this Multi Function Product (MFP). It is designed with advanced features, to give you clear, vibrant color prints and crisp black and white pages at high speed on a range of office print media.

With this MFP, you can instantly scan paper-based documents and deliver the electronic image to various destinations including e-mail addresses, printers, ftp servers or someone else's computer on the network. This MFP also has “walk-up” fax functionality that allows you to send your documents to a destination fax number instantly.

Your MFP includes these features:

- Compact tabloid desktop footprint
- Easy to use touch screen on scanner unit
- Multi-tasking to allow scanning one job while printing another to ensure greater productivity
- Digital Copying - An intuitive control panel, makes digital copying fast and easy.
- Up to 26 copies per minute (Letter LEF) in full color for fast copying.
- Up to 33 copies per minute (Letter LEF) in black and white for fast and efficient copying of all general purpose documents not requiring color.
- Up to 600 x 600dpi (dots per inch) copy resolution.
- Actkey utility - enables the MFP to receive one key touch commands from a locally connected computer (“pull scan”).
- Scan to E-mail - Connected to an Ethernet network and a SMTP server, this MFP allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail on-screen button and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.
- Scan to Network PC - Allows you to send scanned documents to a server or a personal computer's file folder over an intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol) or CIFS (Common Internet File System) protocol. The scan to filing feature removes the need for the mail server to handle large attachments.
- Multiple Pages Sending - With the Automatic Document Feeder (ADF), the MFP allows a stack of up to 50 page document(s) to be continuously scanned.
- Faxing - An intuitive control panel, makes direct faxing fast and easy.
- Advanced fax transmission and reception, including delayed transmissions, sending to multiple locations, confidential transmission and reception, and polling.
- Address Book/Profiles Managing - This provides a convenient way to manage all the e-mail addresses, fax numbers and profiles (filing destinations). Simply typing the machine's IP address in the URL field of your browser will prompt the MFP web page. This web page allows you to create/edit profiles. In addition, the panel and configuration tools allow you to create/edit contact information in the address book.
- Up to 26 pages per minute in full color for fast printing of high impact color presentations and other documents.
- Up to 33 pages per minute in black and white for fast and efficient printing of all general purpose documents not requiring color.
- 600 x 1200dpi (dots per inch) print resolution.
- Single Pass Color Digital LED technology for high speed processing of your printed pages.

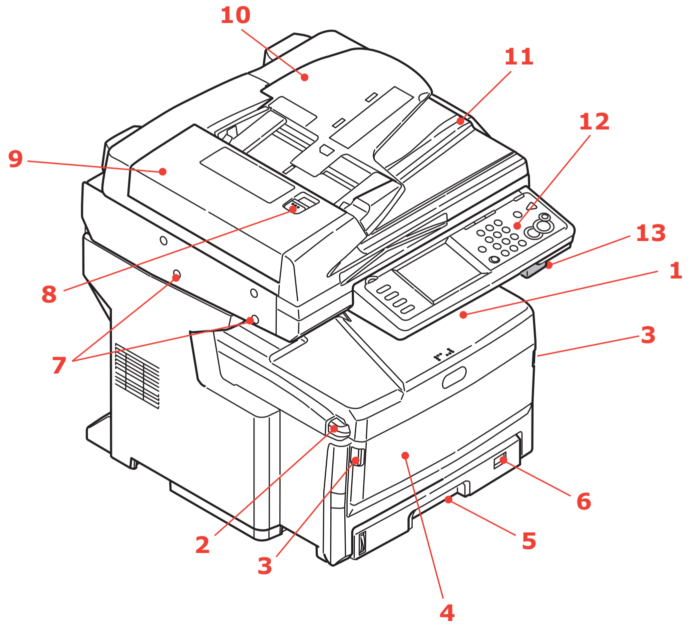
- Internal hard disk drive for storage of overlays, macros and downloadable fonts, and automatic collation of multiple copies of multi page documents.
- Two-sided (duplex) printing for economical use of paper and compact printing of larger documents.
- Profile Assistant utility allows you to download ICC profiles to the hard disk.
- High speed USB 2.0 interface.

The following optional features are available:

- Additional memory, to allow printing of more complex pages.
- Additional paper tray(s) and storage cabinet for loading more media to minimize operator intervention, or different paper stocks for letterhead stationery, alternative paper sizes or other print media; choose from two configurations:
  - One additional paper tray and tall storage cabinet assembly for loading 530 additional sheets.
  - Two additional paper trays and a short storage cabinet assembly for loading 1060 additional sheets.

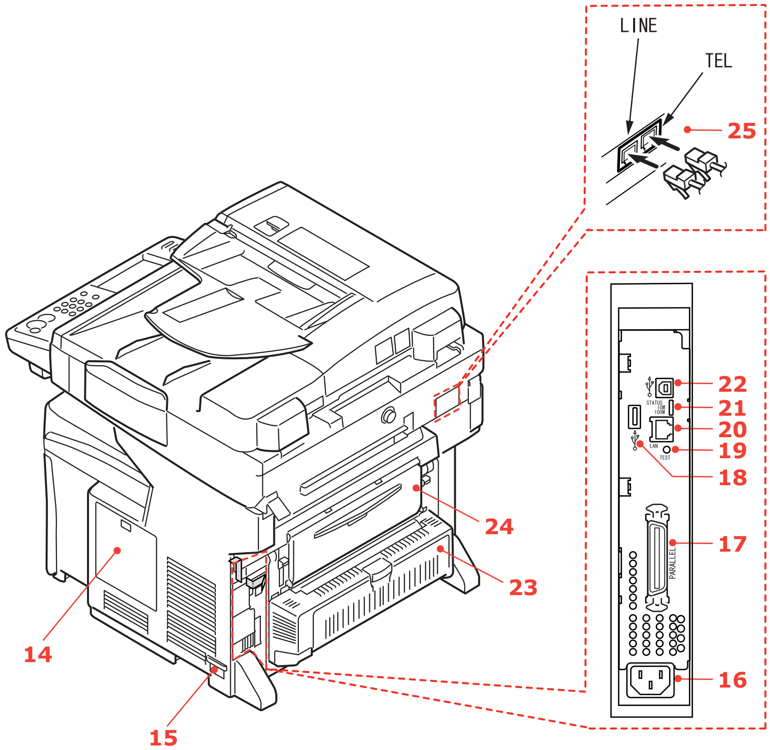
MFP overview

Front view



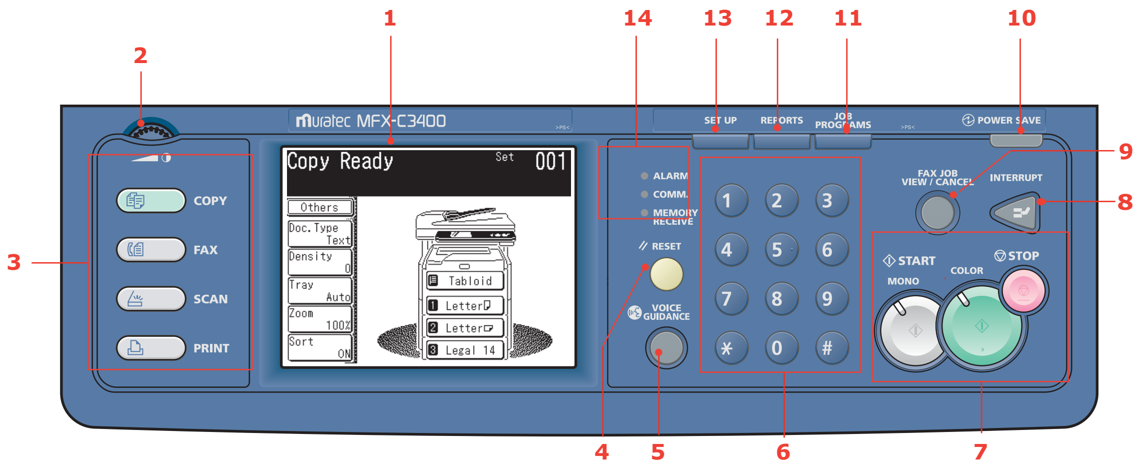
REF.	DESCRIPTION
1	**Output stacker, face down** Standard printed copy delivery point. Holds up to 250 sheets at 20-lb. US Bond (75 g/m²).
2	**Top cover release button**
3	**Multi purpose tray release handles**
4	**Multi purpose feeder (shown closed)** For heavier paper stocks, envelopes and other special media. Holds up to 100 sheets of 20-lb. US Bond (75 g/m²) paper.
5	**Paper tray** Holds up to 300 sheets of 20-lb. US Bond (75 g/m²) paper.
6	**Paper size dial** Set to paper size loaded in tray.
7	**Scanner locks**
8	**Automatic Document Feeder (ADF) cover release button**
9	**ADF unit**
10	**ADF paper tray** Holds up to 50 sheets of letter size paper or 25 sheets of tabloid size paper.
11	**Document cover**
12	**Contol panel** With touch screen display, status LEDs and operator buttons.
13	**Scanner release lever** Pull the release lever towards you until you hear a click, then gently raise the scanner.

Rear view

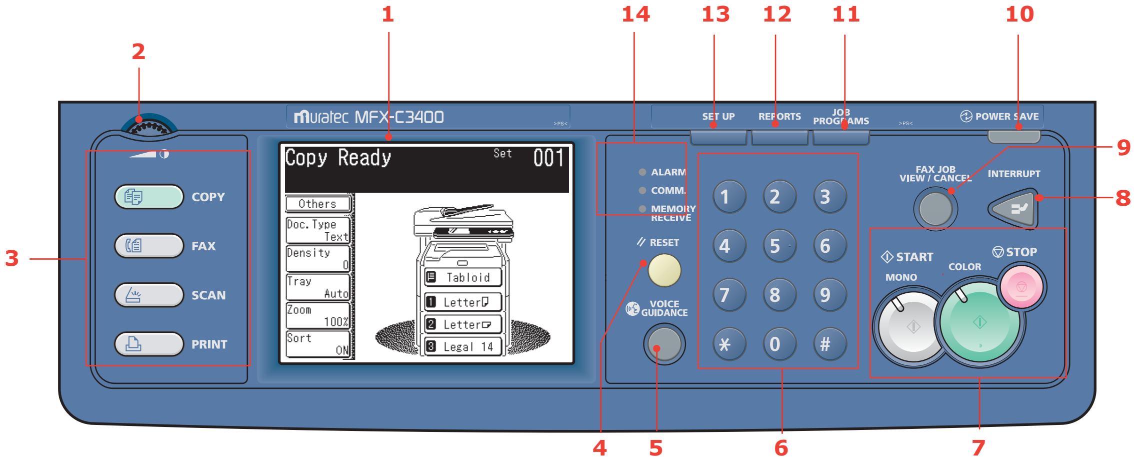


REF.	DESCRIPTION
14	**Access panel** Allows access to the hard disk drive (HDD) and to install optional memory.
15	**ON/OFF power switch** Refer to “Switching Off” on page 14 for details. Always follow the correct procedure to ensure that no HDD data is lost.
16	**AC power socket**
17	**Parallel connector**
18	**USB connector (type A)**
19	**Test switch**
20	**Network connection**
21	**Status LEDs**
22	**USB connection (type B)**
23	**Duplex unit**
24.	**Rear, face up stacker** This is mainly used for heavy print media. When used in conjunction with the multi purpose feed tray, the paper path through the MFP is essentially straight. This avoids bending the paper around curves in the paper path and enables feeding of up to 53-lb. US Bond (200 g/m² media. Holds up to 100 sheets of 20-lb. US Bond (75 g/m² paper.
25.	**Line connection** Socket for connecting the fax machine to the telephone line. **Tel connection** Socket for connecting a telephone handset (if required).

Control Panel



REF.	DESCRIPTION
1.	**Touch screen display** Enables you to make selections associated with the copying, faxing and scanning functions by touching the screen to press selected buttons. ***Caution! Be careful not to scratch the display with sharp or pointed objects e.g. a ballpoint pen as this may damage the display.***
2.	**Contrast Dial** Allows you to adjust the screen contrast as required.
3.	**Main function buttons** **COPY**: Pressing this button selects copy mode on the touch screen. This allows you to control the copying process whereby documents to be copied are scanned in the scanner unit (document glass or ADF) and the copies are automatically printed in the printer unit. **FAX**: Pressing this button selects fax send mode on the touch screen. This allows you to control the process whereby a document is scanned and then the scanned data is sent as a fax. **SCAN**: Pressing this button gives access to several send modes on the touch screen. These allow you to select and control the process whereby a document is scanned and the scanned data is sent: by email as an attachment, to a local PC, to a network PC, to a USB memory stick. It also allows you to arrange for a document to be scanned from a remote PC. **PRINT**: Pressing this button selects print mode on the touch screen. This allows you to select and print out a stored job or an encrypted print job. It also allows you to print out a job list of all recent prints, or switch the machine to an "offline" state.
4.	**RESET button** Pressing this button returns all settings of a selected function to their default values, but does not stop any jobs that are already in progress.
5.	**Voice Guidance button** Pressing this button when it is flashing,the machine sounds a voice guidance4 for operating procedure.
6.	**Keypad** Use the numeric buttons to enter, for example, number of copies or a fax number. The ***** and **#** buttons are used to navigate menus in touch-tone systems such as voice mail (if you have a telephone handset connected), or in vertical service codes.



REF.	DESCRIPTION
7.	**STOP/START buttons** **STOP**: Pressing this button stops the copying or scanning process. **START**: > **MONO** - Starts the copying, faxing or scanning process in black & white. > **COLOR** - Starts the copying or scanning process in color. If the LED above the button is not lit, that function is not available, e.g only the Mono button LED illuminates when faxing (color faxing is not possible).
8.	**INTERRUPT**: Pressing this button switches the interrupt mode on or off. Its LED is lit when interrupt mode is on. If a long print job is in progress and you need to make a copy, use this button to initiate the interrupt mode. Once your copy job is complete, press the interrupt button again to resume the original print job. Note: You can interrupt a print job or printing a report. You cannot interrupt a copy job or printing a fax.
9.	**FAX JOB VIEW/CANCEL:** Pressing this button allows you to view the list of fax transmissions, and cancel any that are no longer required. It also gives you the option to view history. Refer to "Fax Job View/Cancel" on page 92.
10.	**POWER SAVE:** Pressing this button switches the power save mode on or off. Its LED is lit when power save mode is on. If the machine has gone into power save mode as indicated by the touch screen being black and the LED being illuminated, you can return to normal mode by pressing the **POWER SAVE** button.
11.	**JOB PROGRAMS:** Pressing this button allows you to program short-cuts to use for your most common operations. For example a fax number you send to every day can be programmed in. Once programmed, you can perform that operation at the touch of a button. Refer to "Job Programs" on page 112.
12.	**REPORTS:** Pressing this button gives access to several report options on the touch screen, including the configuration report and information report. Refer to "Reports and Listings" on page 114.
13.	**SETUP**: Pressing this button gives access to several setup options on the touch screen, including the administrator menu, profile options and address books settings.
14.	**Indicator lights** **ALARM**: Illuminates when operator attention is required, e.g., after a paper jam has occurred. **COMM.**: Illuminates to show that the MFP is currently sending a facsimile. **MEMORY RECEIVE**: Illuminates to show that a fax communication has been stored in the MFP memory.

Changing the Display Language

The default language used by your MFP for display messages and for report printing is English[1]. If required, this can be changed using the Panel Downloader utility.

NOTE

The selected language will be applied to the display language and report printing, however, voice guidance is available in English.

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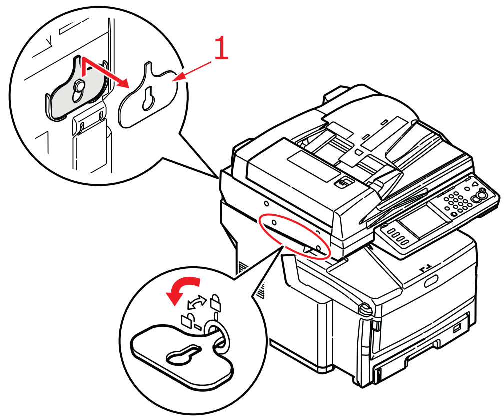
1. To ensure your product contains the latest firmware updates, it is recommended that you download the language files from this utility during setup.

Getting started

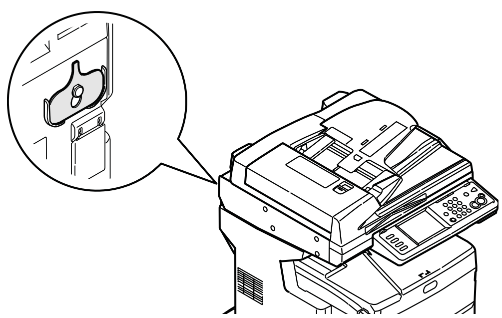
Releasing the Scanner Locks

CAUTION!

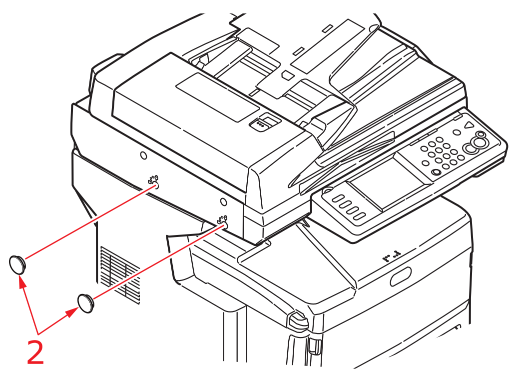
Make sure the scanner is in the UNLOCKED position before operating.



1. Using the key (1) provided, turn the scanner lock to the UNLOCKED position.
2. Repeat step 1 for the second scanner lock.
3. Place the key (1) on the hook at the rear of the scanner for safe keeping.

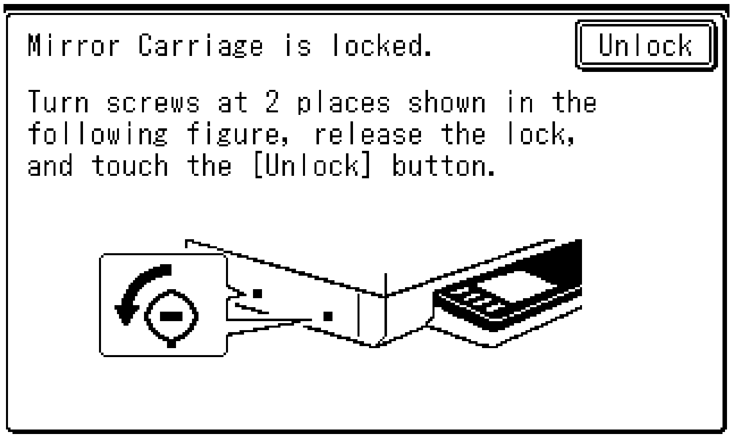


4. Fit plugs (2) in the scanner lock locations as shown.



5. Switch the unit on and turn the mirror carriage mode off:

   (a) After warming up, "Mirror Carriage mode" screen appears. Touch **Unlock** on the display screen.



   (b) When prompted. touch **Yes** to release the mirror carriage.

Power Save Mode

If you do not use the unit for a while, the machine will enter the power save mode to control the power consumption of the device. To cancel or initiate the power save mode, press the **Power Save** button on the control panel.

Switching Off

CAUTION!

Do not turn off the power switch suddenly as this may damage your unit. Always follow the correct procedure to ensure that no HDD data is lost.

1. Press the **Setup** button on the control panel.
2. Press the **ShutDown** button.
3. Press **Yes** to continue.
4. At the prompt, turn the power switch OFF.

Installing Drivers and Utilities

Your machine is supplied with the following drivers:

- TWAIN driver (only use when connecting to the unit via USB)
- Printer driver: PCL5c, PCL 6, PostScript3
- Fax driver

NOTE
Mac OS X uses the PostScript3 driver only.

The PCL6 driver is not included on the CD, and available on the Muratec website.

NOTE
You must be logged on as an administrator or a member of the Administrators group in order to complete this procedure. If your computer is connected to a network, network policy settings may also prevent you from completing this procedure.

TWAIN and Printer Drivers

The TWAIN driver is used for “Pull Scanning”, i.e. initiating a scan from your PC via software. Compare this to “Push Scanning” where you start the scan by pressing a button on the unit's front panel. The TWAIN driver only works via USB connections to a Windows PC. This means it's not possible to control the scanner from a Mac or over a network.

There are two different ways of installing the TWAIN and printer drivers:

1. Not plugging the MFP in yet, but running the driver installer program from the CD-ROM. This installs the TWAIN (scanner driver) and printer drivers. Once the printer is switched on and plugged in, the installation is complete. See your Setup Guide for more information.
2. Plugging the MFP in first and performing a “Plug and play” type of installation. In this case you must install the TWAIN driver first.

Fax Driver

The fax driver allows you to send faxes directly from your computer without printing the document first. With the fax driver you are sending the fax data from your computer to the unit, and then the unit automatically sends the document.

Installing the Fax Driver

This is installed as part of the driver installer wizard.

Configuration Tool

Installation of the Configuration tool is optional and can be found on the Driver/Utilities CD under the Utilities folder. Follow the on-screen instructions to complete the Configuration tool installation.

The Configuration tool can discover devices over USB or network connections. This only detects MFX-C3400 devices.

1. To search and install, select **Tools > Register Device**.
2. Highlight the required search result and when prompted click **Yes**.

The Configuration tool allows you to set up and manage your unit. Refer to "Pre-configuration Information" on page 23 for detailed instructions.

NOTE
Network settings, such as LDAP configuration, cannot be saved to the unit from the Configuration Tool. For such settings, use the unit control panel or web page.

Actkey Utility

> *NOTE*
> *The Actkey utility only works via USB connections.*

The Actkey utility enables the unit to receive one key touch commands from a locally connected Windows computer.

Installation of the Actkey utility is optional. It can be found on the Driver/Utilities CD under the Utilities folder.

Information on using the Actkey utility can be found in "Scan to Local PC" on page 103.

Setting up the Actkey Utility

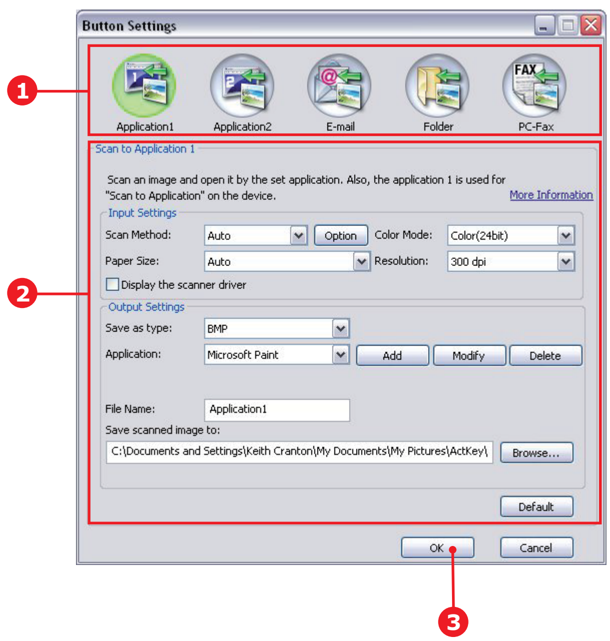
1. Install the Actkey utility from the CD:

   Set-up will place an "Actkey" icon on your desktop.

2. Double-click this icon to open the Actkey console.



3. Select **Options > Button Settings**. The following screen displays.



4. Select the function you want to set in section (1).
5. Set the parameters for this function in section (2).
6. When you have completed settings, press **OK** (3).

   The Utility will return to the Actkey console.

Paper Recommendations

Your unit will handle a variety of print media, including a range of paper weights and sizes, transparencies and envelopes. This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard 20 to 24 lb. US Bond (75 to 90 g/m^2) paper designed for use in copiers and laser printers. Use of heavily embossed or very rough textured paper is not recommended.

Pre-printed stationery can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

Envelopes should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of unit. Window envelopes are not suitable.

Transparencies should be of the type designed for use in copiers and laser printers. In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

Cassette Trays

SIZE	DIMENSIONS	WEIGHT
Letter	8.5 x 11 inches	**Light** 17-22 lb. US Bond 64-82 g/m^2 **Medium** 24-28 lb. US Bond 83-105 g/m^2 **Heavy** 29-32 lb. US Bond 106-128 g/m^2 **Ultra Heavy** 35-53 lb. US Bond 129-200 g/m^2 Note: Tray 1 supports up to 32 lb. US Bond (120 g/m^2). > 47 lb. US Bond (176 g/m^2) - MP Tray only.
Legal 13in.	8.5 x 13 inches	
Legal 13.5in.	8.5 x 13.5 inches	
Legal 14in.	8.5 x 14 inches	
Tabloid	11 x 17 inches	
Executive	7.25 x 10.5 inches	
A6 (MP Tray only)	105 x 148 mm	
A5	148 x 210 mm	
B5 (MP Tray only)	182 x 257 mm	
A4	210 x 297 mm	
B4 (MP Tray only)	257 x 364 mm	
A3	420 x 297 mm	

If you have identical paper stock loaded in another tray (2nd/3rd tray if you have one, or the multi purpose tray) you can have the unit switch to another tray when the current tray runs out of paper. When printing from Windows applications, this function is enabled in the driver settings. When printing from other systems, this function is enabled in the Paper Setup menu (See “Paper Setup” on page 32).

If fitted, tray 2 (or 3) may be removed and replenished while the machine is being fed from tray 1. Tray 1 cannot be removed while the machine is being fed from tray 2 (or 3) because parts of tray 1 are used to guide paper fed from tray 2 (or 3).

Multi Purpose Tray

The multi purpose tray can handle the same media sizes as the cassette trays but in weights up to 53 lb. US Bond (200 g/m^2) [Ultra heavy]. For very heavy paper stock, use the face up (rear) paper stacker. This ensures that the paper path through the unit is almost straight.

The multi purpose tray can feed paper widths as small as 3.9 inches (100 mm) and lengths up to 47.25 inches (1200 mm) for banner printing.

For paper lengths exceeding 17 inches (431.8 mm) use paper stock up to 34 lb. US Bond (128 g/m²) and the face up (rear) paper stacker.

Use the multi purpose tray for printing on envelopes and transparencies. Up to envelopers or 50 sheets of transparencies can be loaded at one time, subject to a maximum stacking depth of about 3/8” (10 mm).

Watermarked, headed paper or transparencies should be loaded print side up and top edge into the unit. Do not use the duplex (two-sided printing) function.

Face Down Stacker

The face down stacker of the MFP can hold up to 250 sheets of 20-;b/ US Bond (75 g/m²) standard paper and can handle paper stocks up to 47-lb. US Bond (128 g/m²). Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

Face Up Stacker

The face up stacker at the rear of the unit should be opened and the tray extension pulled out when required for use. In this condition paper will exit via this path, regardless of driver settings.

The face up stacker can hold up to 100 sheets of 20-lb/ US Bond (75 g/m²) standard paper, and can handle stocks up to 53-Lb. US Bond (200 g/m²).

Always use this stacker and the multi purpose feeder for paper stocks heavier than 47-lb. US Bond (176 g/m²).

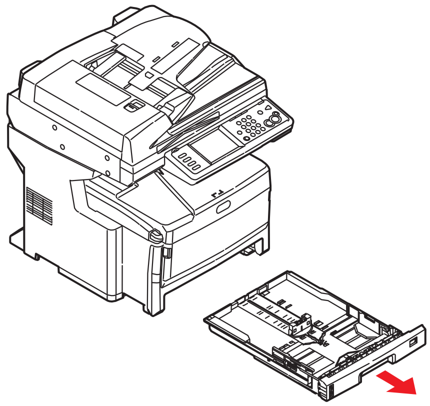
Duplex Unit

The duplex unit provides automatic two-sided printing on the same range of paper sizes as tray 2 (i.e. all cassette sizes except A6), using paper stocks from 17 to 28-lb. US Bond (64-105 g/m²).

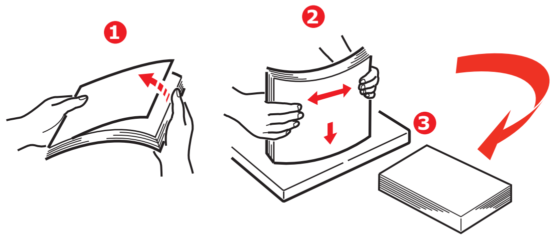
Loading Paper

Cassette Trays

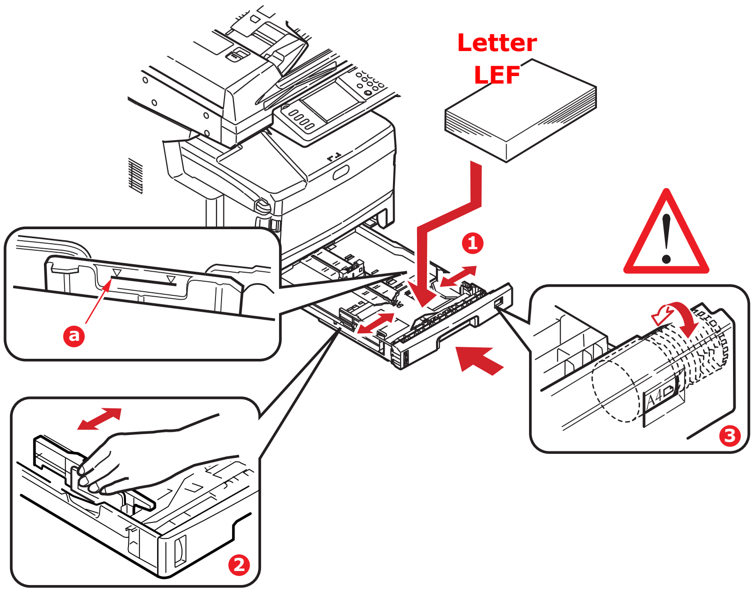
1. Remove the paper tray from the unit.



2. Fan the paper to be loaded at the edges (1) and in the middle (2) to ensure that all sheets are properly separated, then tap the edges of the stack on a flat surface to make it flush again (3).



3. Load paper long edge feed (LEF) (for letterhead paper load face down with top edge towards the right of the unit) (1) up to mark (a).



4. Adjust the rear stopper and paper guides (2) to the size of paper being used.

NOTE
For A6 paper, remove the rear stopper and re-install in the A6 position.

CAUTION!

IMPORTANT: Set paper size dial (3) to the size and orientation of paper being used, and set the media type, if necessary.

To prevent paper jams:

- Do not leave space between the paper and the guides and rear stopper.
- Do not overfill the paper tray. Capacity depends on the type of paper stock.
- Do not load damaged paper.
- Do not load paper of different sizes or types at the same time.
- Close the paper tray gently.
- Do not pull the paper tray out during printing (except as described below for the 2nd tray).

NOTES

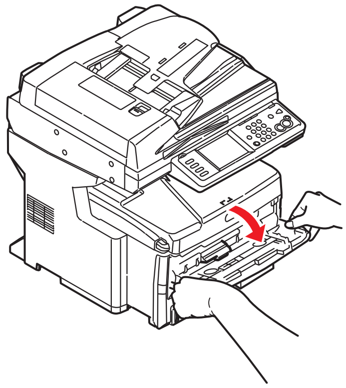
- *If you have two trays and you are printing from the 1st (upper) tray, you can pull out the 2nd (lower) tray during printing to reload it. However, if printing from the 2nd tray, do not pull out the 1st tray. This will cause a paper jam.*
- *For face down printing, make sure the face up (rear) stacker is closed (the paper exits from the top of the unit). Stacking capacity is approximately 250 sheets, depending on paper weight.*
- *For face up printing, make sure the face up (rear) stacker is open and the paper support is extended fully. Paper is stacked in reverse order and tray capacity is approximately 100 sheets, depending on paper weight.*
- *Always use the face up (rear) stacker for heavy paper (card stock, etc.).*

CAUTION!

Do not open or close the rear paper exit while printing as it may result in a paper jam.

Multi Purpose Tray

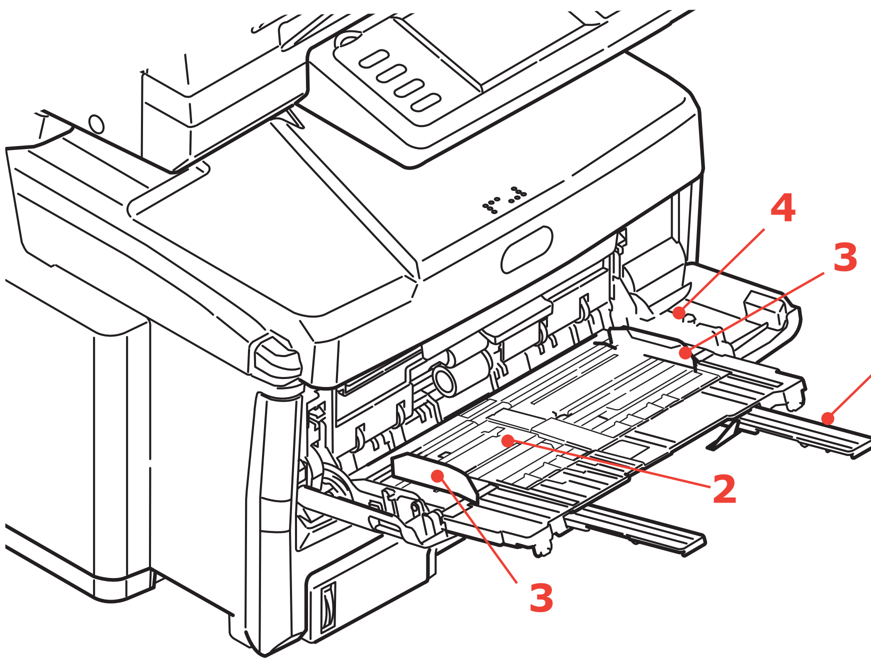
1. Open the multi purpose tray.



2. Fold out the paper supports (1).

3. Press gently down on the paper platform (2) to ensure it is latched down.

4. Load the paper and adjust the paper guides (3) to the size of paper being used.



- For single-sided printing on letterhead paper load the paper into the multi purpose tray with pre-printed side up and top edge into the unit.
- For two-sided (duplex) printing on letterhead paper, load the paper with pre-printed side down and the top edge away from the unit.
- Envelopes should be loaded face up with top edge to the left and short edge into the unit. Do not select duplex printing on envelopes.
- Do not exceed the paper capacity of about 100 sheets or 10 envelopes. Maximum stacking depth is ablut 3/8” (10 mm).

5. Press the tray latch button (4) inwards to release the paper platform, so that the paper is lifted and gripped in place.

6. Set the correct paper size for the multi purpose tray in the **Paper Setup** menu. See “Paper Setup” on page 32.

Configuring Your Machine

Minimum Configuration Requirements

To make the best of this unit, the following configuration is required:

To send faxes:

A PSTN telephone line connection.
Setup the dialing method. (See “User Install” on page 59.)

To send e-mails:

- TCP/IP network.
- A SMTP and an optional POP3 server.

To file document(s) via intranet

- FTP, HTTP, or CIFS Protocol environment.
- Windows 2000, Windows XP, Windows Vista, Mac OS X, HTTP or FTP server.

Pre-configuration Information

General

Ensure that you have the relevant permission/PIN numbers before commencing.

The factory set passwords/PIN are:

Administrator	aaaaaa
PIN	000000
Network (webpage)	user: admin
	password: aaaaaa

NOTE
The administrator password and PIN should be changed and maintained by the system administrator.

Fax Set Up

Your unit has to be set up properly to allow faxing from the machine. The following parameters **must** be set before using the fax function:

- Time zone
- Date and time

See “Initial Set Up” on page 66 for details.

NOTE
If you ran the driver installer program from the CD-ROM you may have already set the time zone, date and time via the Panel Downloader utility.

Network Set Up

The unit must also be set up properly on your network to perform scan to e-mail and scan to FTP functions. In order for other network devices to find the unit on the network, the following network parameters have to be set.

1. IP Address Set:
2. IP Address: .   .   .
3. Subnet mask:.   .   .
4. Gateway IP:.   .   .
5. DNS server:.   .   .
6. SMTP server:.   .   .
7. SMTP port:25
8. POP3 server: .   .   .
9. POP3 Port:110

Explanation:

1. IP Address Set:

   Choose Auto to obtain IP/subnet/gateway addresses automatically from a DHCP server. After changing the setting from Manual to Auto, the unit will automatically reboot the network card.

2. IP Address:

   The Internet Protocol (IP) address assigned to your machine by your network administrator.

3. Subnet Mask:

   The net mask address assigned by your network administrator.

4. Gateway IP:

   The gateway IP address assigned by your network administrator.

5. SMTP Server:

   The IP address of your SMTP Mail Server assigned by your network administrator.

6. SMTP Port:

   The port number of your SMTP Mail Server.

7. DNS server:

   The IP address of DNS Server assigned by your network administrator.

8. POP3 Server:

   The IP address of your POP3 server.

9. POP3 Port

   The port number of your POP3 Server.

   Enter the DNS name, or IP and port number of your POP3 server if your mail server requires POP3 authentication, before sending e-mails from the machine.

NOTE
You must also set up the “Define from” details to allow e-mail sending.

NOTES

1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network-making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the unit.
2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node. The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.
3. SMTP: (Simple Mail Transfer Protocol) is the main communication protocol used to send and receive e-mail on the Internet.
4. DNS: (Domain Name System). The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for your SMTP or POP3 servers, such as Pegasus.com.tw instead of 120.3.2.23.
5. POP3: POP3 is the latest Post Office Protocol 3, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.

Internet Communication Features

Scan to e-mail

The unit allows you to deliver your scanned document to e-mail addresses on the network. The document is first scanned and converted to a standard PDF, JPEG, TIFF, or XPS file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

When you send an e-mail to someone using this unit it uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through the internet.

Scan to Network PC

Via the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), or CIFS (Common Internet File System). The unit allows you to save scanned documents directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or XPS file format.

CIFS is the sharing system for Microsoft Windows. What is unique about this filing function is that it allows all corporate users to share one machine to send documents to each file folder on a designated server or individual computer.

The following settings or destinations must be defined by the system administrator before the unit can be used to distribute any scanned document(s) on the network.

- Network and E-mail parameters: Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses.
- Filing destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

For more information on filing protocols refer to “Explanation of Filing Protocols” on page 63.

NOTES

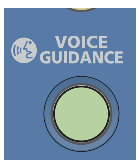
1. If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given.
2. When installing the unit for the first time, it is recommended that the Administrator retain the default system settings. The settings can be customized at a later date, once you are familiar with the operation and functionality.

Voice Guidance

Voice guidance uses “audible messages” to explain functions or the operation method.

Voice Guidance Button

- The Voice Guidance button will flash when voice guidance can be given and during an audio message. Voice guidance can be stopped by pressing the Voice Guidance button again during the message.

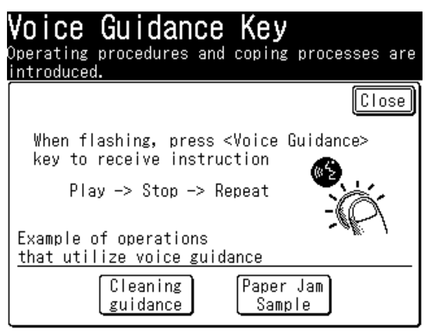




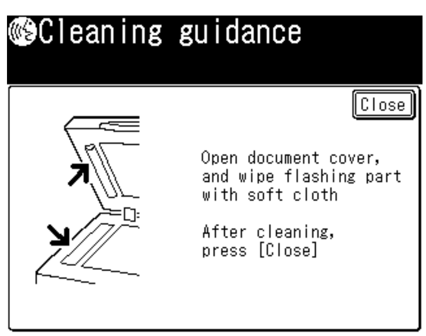
Above icon is shown on the page including the screens which flashes the “Voice Guidance” key.

Voice Guidance Sample Display

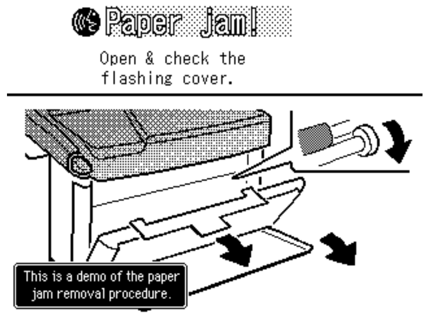
- When you press the **Voice Guidance** Key when it is not flashing, a voice guidance example will be displayed.



- Pressing **Cleaning guidance** shows the demonstration of scanner clean guidance.



- Pressing **Paper Jam Sample** shows the demonstration of how to solving paper jams.



Voice Guidance Items

- Operation guidance

  This explains functions, the registration/setting method and paper jam clearing method.

- Error Reset guidance

NOTE
Voice guidance is given only for a part of functions and paper jam.

When there is a problem with the machine, like a paper jam, th eguidance is given on how to clear and reset the problem.

- Notification guidance

  The machine status is guided by the voice, for example, “Copy Ready” when the document is inserted.

  - Complete beep

NOTE
The “Error reset guidance” and “Notification guidance” automatically start depending on the machine status regardless of the status of the Voice Guidance button. is given only for a part of functions and paper jam.

This sound is given when copying has been completed, a fax transmission/reception is completed and when the received document printing is completed.

Set “Voice” for each completion sound at the complete beep in the sound settings. (See the “OPCompleteSound” setting on page XX.)

Situation when Voice Guidance is given

VOICE GUIDANCE ITEM	SITUATIONS
Operation guidance	Setting speed-dial
	Setting E-mail address
	Setting Profile
	Clearing paper jam
	Clearing document jam
	Canceling the fax
	Explaining a selected function among the advanced copy functions
	Explaining a part selected function among the advanced fax functions
	Selecting each scan to function
	Explaining a part selected function among the advanced scan functions
	Cleaning the scanner
Error reset guidance	When a paper jam occurs
	The <STOP> key is pressed to cancel the fax
	Paper runs out.
	When a document jam occurs
Notification guidance	The document is inserted in the ADF
	In fax transmission or E-mail sending, the <Verify> button is press to confirm the transmision location
OP. Complete Sound (page 58)	Copying completes
	Fax transmission completes
	Fax reception completes
	Received fax prints completes
	E-mail send completes
	Report print completes
	PC print completes
	Flatbed scan completes

Voice Guidance Settings

The volume and operation guidance mode can be set.

1. Press **SETUP** button on the control panel.
2. Press **Admin Setup**.
3. Enter an administrator's password and press the **Enter**.
4. Press **Management**.
5. Press **Guidance**.
6. Select an item you want to set.

FUNCTION	OPTION	DESCRIPTION
OP. Guidance Mode	Auto **Manual**	Set the operation guidance mode. Auto: Voice guidance automatically starts whenever available. Manual: When the voice guidance is available, press the flashing **Voice Guidance** key to start the voice guidance. After that, the voice guidance continues during a series of operations.
OP. Guidance Volume	Low **Middle** High Full	Set the operation guidance volume.
Error Guidance Volume	OFF Low **Middle** High Full	Set the error reset guidance volume. When this is set to OFF, error reset guidance will not be given.
Notification Volume	OFF Low **Middle** High Full	Set the notificationguidance volume. When this is set to OFF, the notification will not be given.

Configuration

There are a number of configuration options available which allow you to change the scanner, fax and printer settings to suit your own needs. There are three methods of configuring your unit:

1. From the unit's web page.
2. From the unit’s Configuration Tool utility.
3. From the unit control panel.

For illustration purposes only, the configuration options shown are as accessed via the control panel.

...from the Web Page

Type the IP address of the unit in the URL field of your browser and then press **Enter**. The unit web page displays. For example: http://192.168.1.94.

NOTE
The Administrative Settings are blocked by a password. Refer to “Pre-configuration Information” on page 23.

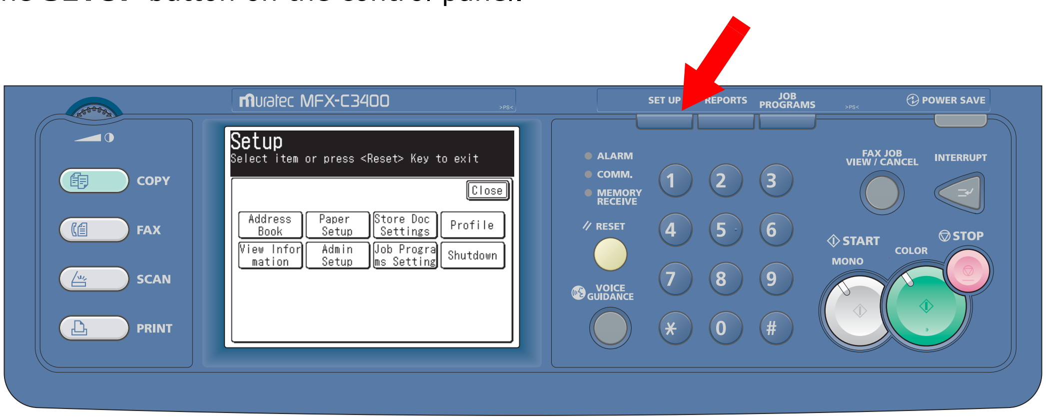
...from the Configuration Tool Utility

If you have not already done so, install the unit Configuration Tool.

NOTE
The Administrative Settings are blocked by a password. Refer to “Pre-configuration Information” on page 23.

...from the Control Panel

Press the **SETUP** button on the control panel.



NOTE
*The **Admin Setup** option is blocked by a password. Refer to “Pre-configuration Information” on page 23.*

Address Book

FEATURE	OPTION	DESCRIPTION
E-mail Address	Register/Edit	Use the QWERTY keyboard to enter and assign an e-mail address to the list. **Note**: max. 500 address entries.
	Delete	Select an e-mail address to delete from the list.
	Delete and Sort	Select an e-mail address to delete from the list. **Note**: Listing numbers will shift up to remove/replace the deleted listing.
	Insert	Select the speed-dial number in which the new e-maiol address is to be inserted. **Note**: Inserting will change the listing number.
	Group	Select group number to edit. **Note**: max. 32 groups.
Speed Dial	Register/Edit	Use the on-screen keyboard to enter and assign a speed dial number to the list. **Note**: max. 500 speed dial entries.
	Delete	Select a speed dial number to delete from the list.
	Delete and Sort	Select a speed dial number to delete from the list. **Note**: Listing numbers will shift up to replace deleted listing.
	Insert	Select the speed-dial number in which the new fax number is to be inserted. **Note**: Inserting will change the listing number.
	Group	Select group number to edit. **Note**: max. 32 groups.

Paper Setup

NOTE
*Within the Media Type menu, do **not** use the Recycled setting. If you are loading recycled media choose the Plain setting.*

FEATURE	OPTION		DESCRIPTION
Tray n (where n identifies the tray)	Paper Size	**Cassette Size**, Custom	Sets paper in Tray n.
	Custom	***Tray 1:*** Width: 4.1~**8.5**~11.7 inches Length: 5.8~**11**~17 inches ***Tray 2 and 3:*** Width: 5.8~**8.5**~11.7 inches Length: 7.2~**11**~17 inches	Enter paper width and length. **Note**: Only available if Paper Size is set to Custom.
	Media Type	***Tray 1:*** **Plain**, Letter Head, Bond, Recycled, Rough, Glossy ***Tray 2 and 3:*** **Plain**, Letter Head, Bond, Recycled, CardStock, Rough, Glossy	Select the type of media loaded in this tray. This will help the unit to adjust its internal operating parameters, such as engine speed and fusing temperature, to better accommodate the media to be fed. For example, letterhead may benefit from a slightly lower fusing temperature to ensure that its ink does not offset. **Note**: Do **not** use the Recycled setting. If you are loading recycled media choose the Plain setting. **Note**: Copying and fax reception will only occur when the selected tray (or one of the trays when Tray Selection is set to "Auto") is defined as containing PLAIN media type.
	Media Weight	***Tray 1:*** **Light**, Medium, Heavy ***Tray 2 and 3:*** **Light**, Medium, Heavy, Ultra Heavy	Adjusts the unit for the weight of paper stock loaded in this tray.
MP Tray	Paper Size	A3, A4, A4LEF, A5, A6, B4, B5, B5LEF, Legal 14, Legal 13.5, Legal 13, Tabloid, Letter, **LetterLEF**, Executive, Custom, COM-10, DL, C5, C4, Index Card	Select the size of paper to be fed from the multi purpose tray.
	Custom	Width: 2.5~**8.5**~11.7 inches Length: 4.1~**11**~47.2 inches	Enter paper width and length. Note that media of up to 47.2 inches in length can be fed from the multi purpose tray for banner printing.
	Media Type	**Plain**, Letter Head, OHP, Labels, Bond, Recycled, Card Stock, Rough, Glossy	Select the type of media to be fed from the multi purpose tray so that the unit can adjust its internal parameters to better accommodate the selected type of media. **Note**: Do **not** use the Recycled setting. If you are loading recycled media choose the Plain setting.
	Media Weight	**Light**, Medium, Heavy, Ultra Heavy	Select the media weight to be fed from the multi purpose tray.

FEATURE	OPTION		DESCRIPTION
Select Tray	Fax	***Tray 1, 2 and 3:*** OFF, ON(*), **ON** ***MPTray:*** **OFF**, ON(*), ON	Fax: Set tray for received Fax. Tray usage, priority given to trays set to ON(*), then ON. If tray is set to OFF, it will not be used. Fax printing will only occur when the selected tray is defined as containing PLAIN media type.
	Copy	***Tray 1:*** OFF, **ON(*)**, ON ***Tray 2 and 3:*** OFF, ON(*), **ON** ***MPTray:*** **OFF**, ON(*), ON	Copy: Set tray for copy jobs. If Tray Selection is set to “Auto”: Tray usage, priority given to trays set to ON, then ON(*). If tray is set to OFF, it will not be used. Copying will only occur when the selected tray (or one of the trays when Tray Selection is set to “Auto”) is defined as containing PLAIN media type.

Store Doc Settings

FEATURE	OPTION	DESCRIPTION
Store	Bulletin Box Doc.	Select Bulletin Box Doc. Up to 20 F-code boxes can be registered. Up to 30 documents can be stored in one box.
Delete	Bulletin Box Doc.	Select Bulletin Box Doc. to delete.
Print	F-Code Doc.	Select document from list, or select option to print all documents stored.
	Reserved TX Doc.	

Profile

FEATURE	OPTION		DESCRIPTION
Register/ Edit	ProfileName	**User defined**	Select profile number to register/edit. Use the on-screen keyboard to enter the required profile name.
	Protocol	**CIFS**, FTP, HTTP	Select required protocol. **Note**: If CIFS is selected, Encode Communication defaults to None.
	Target URL	**User defined**	Use the on-screen keyboard to enter the required target URL.
	Port No.	00001 ~ **00445** ~ 65535	Use the arrow keys to select the desired port number. **Note**: port number is updated automatically when the protocol type is selected.
	PASV Mode	**OFF**, ON	Only available when using FTP protocol.
	User Name	**User defined**	Use the on-screen keyboard to enter the required user name.
	Password	**User defined**	Use the on-screen keyboard to enter the required password.
	Encode communication	FTP: **None**, Implicit, Explicit HTTP: **None**, HTTPS, STARTTLS	Not available when using CIFS protocol.
	File Name	**User defined**	Use the on-screen keyboard to enter an appropriate file name.

FEATURE	OPTION		DESCRIPTION
Register/ Edit (cont.)	Doc. Type	Doc. Type: Text, **Text&Photo**, Photo Removal for Background & Show-Through (sTHR): **Auto**, OFF, 1(Low), 2, 3, 4, 5(High), sTHR	Allows you to specify the type of images on the document. Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed. Use Show-Through when copying documents that are printed on both sides (for example newspaper). This function removes the reverse image and characters.
	Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Enhance image sharpness and color. Lighter: Reduce hue and color.
	Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi	Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
	Scan Size	**Auto**, A3, B4, A4, A4 (SEF), B5, B5 (SEF), A5, A5 (SEF), Letter, Letter (SEF), Tabloid, Legal 14, H.LTR	Allows you to select the scan size.
	Grayscale	**OFF**, ON	Select **ON** to print in grayscale or black-and-white.
	FileFormat	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF	Select the appropriate file format.

FEATURE	OPTION		DESCRIPTION
Register/ Edit (cont.)	Compression Rate	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High (G4)**, Medium (G3), Raw	Select the appropriate compression level. Remember the higher the compression the bigger the file size!
	Edge Erase	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: **05**-50 mm
	Erase Center	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: **01**-50 mm
	Contrast	-3, -2, -1, **0**, +1, +2, +3	Adjust contrast setting. High: Enhance brightness Low: Reduce brightness
	Hue	[R] -3, -2, -1, **0**, +1, +2, +3 [G]	Adjust R/G balance settings. [G]: Enhance green [R]: Enhance red
	Saturation	[Low] -3, -2, -1, **0**, +1, +2, +3 [High]	Adjust saturation setting. High: Enhance image sharpness Low: Reduce hue
	RGB	[R] -3, -2, -1, **0**, +1, +2, +3 [G] -3, -2, -1, **0**, +1, +2, +3 [B] -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings.
Delete	Yes, No		Select profile number to delete. Press **Yes** to confirm or **No** to cancel.

View Information

FEATURE	DESCRIPTION
Print Count	Displays the print count from all available trays. Displays the number of color and mono A4/letter impressions.
Scan	Displays the number of pages scanned from the flatbed and ADF.
Supplies Status	Displays consumable status information.
System	Displays system information: 1. Serial No. 2. Asset No. 3. Lot No. 4. CU Version 5. PU Version 6. SIP Version 7. Scanner Version 8. Total Memory 9. Flash Memory

FEATURE	DESCRIPTION
Network	Displays network information: 1. IPv4 address[1] 2. Subnet Mask[1] 3. Gateway Address[1] 4. MAC Address 5. NIC Program Version 6. IPv6 address (Local)[2] 7. IPv6 address (Global)[2]

NOTE

1. *Appears only when the “TCP/IP” setting is “Enabled” and the “IP Version” is “IPv4”.*
2. *Appears only when the “TCP/IP” setting is “Enabled” and the “IP Version” is “IPv4+IPv6”.*

Admin Setup

> *NOTE*
> *The **Admin Setup** option is blocked by a password. Refer to “Pre-configuration Information” on page 23.*

FEATURE	OPTION			DESCRIPTION
Copy Setup	Default Settings	Doc. Type	Doc. Type: Text, **Text&Photo**, Photo, Extra Fine	Allows you to specify the type of images on the document.
			Removal for Background & Show-Through (sTHR): **Auto**, OFF, 1(Low), 2, 3, 4, 5(High), sTHR	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed. Use Show-Through when copying documents that are printed on both sides (for example newspaper). This function removes the reverse image and characters.
		Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Enhance image sharpness and color. Lighter: Reduce hue and color.
		Zoom	Auto, **100%**	Specify zoom option.
		Sort	OFF, **ON**	Specify how to output multiple-page/multiple-copy jobs.
		Margin	**OFF**, ON	Adjust the top and left margin settings using the arrow buttons. Front & Back input range: -25~**0**~+25 mm

FEATURE	OPTION			DESCRIPTION
Copy Setup (cont.)	Default Settings (cont.)	EdgeErase	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: **05**-50 mm
		EraseCentr	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: **01**-50 mm
		DuplexCopy	Copy Method: **OFF**, 1->2 sides, 2->2 sides, 2->1 side Doc. Direction: Binding **Right&Left**, Top	Allows you to define simplex or duplex and the binding orientation.
		Mixed Size	**OFF**, ON	Allows you to load originals of same width but different length in the ADF. When enabled, the tray setting is automatic, you cannot specify a tray manually.
		Scan Size	**Auto**, A3, B4, A4, A4 (SEF), B5, B5 (SEF), A5, A5 (SEF), Letter, Letter (SEF), Tabloid, Legal 14, H.LTR	Allows you to select the scan size.
		Cont. Scan	**OFF**, ON	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals.
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Adjust contrast setting. High: Enhance brightness Low: Reduce brightness

FEATURE	OPTION			DESCRIPTION
Copy Setup (cont.)	Default Settings (cont.)	Hue	[R] -3, -2, -1, **0**, +1, +2, +3 [G]	Adjust R/G balance settings. [G]: Enhance green [R]: Enhance red
		Saturation	[Low] -3, -2, -1, **0**, +1, +2, +3 [High]	Adjust saturation setting. High: Enhance image sharpness Low: Reduce hue
		RGB	[R] -3, -2, -1, **0**, +1, +2, +3 [G] -3, -2, -1, **0**, +1, +2, +3 [B] -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings.
Fax Setup	Default Settings	Doc. Type	**Normal**, Fine, Ext-Fine, Photo, Background	Allows you to specify the type of images on the document.
		Density	Lightest, Lighter, **Normal**, Darker, Darkest	Adjust density Darkest: Enhance image sharpness and color. Lightest: Reduce hue and color.
		Scan Size	**Auto**, A3, B4, A4, A4 (SEF), B5 (SEF), A5 (SEF), Letter, Letter (SEF), Tabloid, Legal 14, H.LTR	Allows you to select the scan size.
		Cont. Scan	**OFF**, ON	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals.
		TTI	OFF, **ON**	ON adds the transmit terminal identification (TTI) to the header of the transmitted fax.

FEATURE	OPTION			DESCRIPTION
Fax Setup (cont.)	Default Settings (cont/)	MCF Report	**OFF**, ON	If enabled, the result of the transmission will be printed out each time.
		Memory Tx	OFF, **ON**	This sets the transmission mode to memory Tx (ON) or real-time Tx (OFF).
	F-Code Box	Register/Edit	Secure Box	Secure Box: received data cannot be printed without entering ID code (for secret documents). Use the numeric keypad to enter the sub-address and ID code (note enter a four-digit ID code). You can also enter a Box Name, Password and specify the hold time for your secure box.
			Bulletin Box	Bulletin Box: Enable to transmit/ receive documents to/from Bulletin. You can also enter a Box Name, Password, enable Rx Protect, Auto Print, OverWrite, Erase Tx Doc and specify a four-digit ID code.
		Delete		Select the box number to delete and press Yes to confirm deletion. If you are deleting a secure box entry, enter the four-digit ID code and press Yes to confirm deletion.
	Security function	ID check Tx	**OFF**, ON	Check and match the last four digits of the destination fax numbers with those registered in the target. If ON, the unit will send only when they match.
		Check broadcast dest.	OFF, **ON**	Fax number confirmation screen displays before sending the fax.
		Confirm Dial	**OFF**, ON	When ON, you will be asked to re-enter the destination fax number. The fax will only be sent when the two numbers match.
	Auto Print Journal Report	Setting	**OFF**, ON	Enable/disable auto print journal report.
		Print time	**OFF**, ON	When **ON**, enter the time using the arrow keys or keypad. The journal report will be printed at the specified time every day.
	Other Settings	Redial Tries	00~**02**~14 Times	Set the number of redial attempts.
		Redial Interval	0~**1**~5 Min	Set the time between redial attempts.

FEATURE	OPTION			DESCRIPTION
Fax Setup (cont.)	Other Settings (cont.)	Block Junk Fax	Setting: **OFF**, Mode1, Mode2, Mode3	Can prevent unnecessary fax reception. Mode1: Reject fax from a number not registered in the Address Book. Mode2: Reject fax from a number registered in the Reject List. Mode3: Reject fax from a number not registered in the Address Book or registered in the Reject List.
			Register/Edit	Select a listing and register or edit a number in the Reject list. **Note**: enter the last four digits of the fax number. **Note**: only available if Mode2 or Mode3 Setting selected. **Note**: max. 50 entries.
			Delete	Select a number from the listing and delete.
		Ring Response	00~**02**~10 Times	Enter the number of rings required before receiving an incoming fax.
		Dialing Pause Duration	00~**02**~10 Second	Enter the pause duration required.
		High Resolution	**400dpi**, 600pdi	Select the resolution.
		Rx Reduc. Rate	**Auto**, 100%	Select the Rx reduction rate.
		Reduc. Margin	00~**24**~85 mm	Select the reduction margin.
		Rotate Tx	OFF, **ON**	Enable/disable fax image rotation. Condition: only available when A4 LEF or Letter LEF selected.
		ECM Mode	OFF, **ON**	Error correction mode (ECM) automatically detects and corrects errors in the fax transmission process that are sometimes caused by telephone line noise.
		PreFix	**User defined**	Enter the require dialing prefix (if you are connected via a PBX then you need to enter a prefix to obtain an outside line connection). **Note**: max. 40 digits.
		Received Time Stamp	**OFF**, ON	Set to ON if you want the time stamp printed on incoming faxes.
		Print Check message	OFF, **ON**	If enabled, when a transmission error occurs the error content is reported.

FEATURE	OPTION			DESCRIPTION
Scanner Setup	Default Settings	Doc. Type	Doc. Type: Text, **Text&Photo**, Photo	Allows you to specify the type of images on the document.
			Removal for Background & Show-Through (sTHR): **Auto**, OFF, 1(Low), 2, 3, 4, 5(High), sTHR	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed. Use Show-Through when copying documents that are printed on both sides (for example newspaper). This function removes the reverse image and characters.
		Density	-3, -2, -1, **0**, +1, +2, +3	Adjust density Darker: Enhance image sharpness and color. Lighter: Reduce hue and color.
		Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi	Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
		Scan Size	**Auto**, A3, B4, A4(LEF), A4, B5(LEF), B5, A5(LEF), A5, Letter(LEF), Letter, Tabloid, Legal 14, H.LTR	Allows you to select the paper size to match the document size.
		Cont. Scan	**OFF**, ON	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals.
		Direction	Left Edge, **Top Edge**	Specify the orientation of the leading edge of the document in the ADF or on the document glass.
		Grayscale	**OFF**, ON	Select **ON** to print in grayscale.

FEATURE	OPTION			DESCRIPTION
Scanner Setup (cont.)	Default Settings (cont.)	FileFormat	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF	Select the appropriate file format.
		ComprsRt	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High (G4)**, Medium (G3), Raw	Select the appropriate compression level. Remember the higher the compression the bigger the file size!
		EdgeErase	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: **05**-50 mm
		EraseCentr	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: **01**-50 mm
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Adjust contrast setting. High: Enhance brightness Low: Reduce brightness
		Hue	[R] -3, -2, -1, **0**, +1, +2, +3 [G]	Adjust R/G balance settings. [G]: Enhance green [R]: Enhance red
		Saturation	[Low] -3, -2, -1, **0**, +1, +2, +3 [High]	Adjust saturation setting. High: Enhance image sharpness Low: Reduce hue

FEATURE	OPTION			DESCRIPTION
Scanner Setup (cont.)	Default Settings (cont.)	RGB	[R] -3, -2, -1, **0**, +1, +2, +3 [G] -3, -2, -1, **0**, +1, +2, +3 [B] -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings.
	E-mail Setup	File Name	**User defined**	Use the on-screen keyboard to enter a file name. Max. 64 characters.
		Template	Edit Subject	Enter standard e-mail subject text. Max. 80 characters. You can create up to 5 different e-mail templates
			Edit Body	Enter standard e-mail body text. Max. 256 characters. You can create up to 5 different e-mail templates
		From/Reply To	From	Enter the e-mail sender address. Max. 80 characters.
			Reply to	Enter the e-mail reply address (for error notification).
		Check broadcast dest.	**OFF**, ON	If enabled, an e-mail address confirmation screen displays before sending the e-mail.
	USB Memory Setup	File Name	**User defined**	Use the on-screen keyboard to enter a file name. Max. 64 characters. #n: Assigns a consecutive number as the filename. #d: Assigns a create date & time (YYMMDDHHMMSS format) as the name.

FEATURE	OPTION			DESCRIPTION
Print Setup	Print Menu	Tray Configuration	Paper Feed: **Tray 1,** Tray 2 , Tray 3, MPTray	Specifies a feed tray (Tray 2 & Tray 3 will be displayed when they are installed.).
			Auto Tray Switch: OFF, **ON**	Sets the automatic tray switch function.
			Tray Sequence: **Down**, Up, Paper Feed Tray	Specifies selection order priority for automatic tray selection/ automatic tray switch.
			MP Tray Usage: When Mismatch, **Do Not Use**	When Mismatch: If a paper size or type in a tray is not matched to that of the print data, use paper from this tray instead of the specified tray. Do Not Use: Makes the MP tray unavailable in auto tray selection/ switching.
			Media Check: Disable, **Enable**	Determines whether the machine checks the size of the media loaded matches that required for the document sent to print.
		Print Setup	Copies: 001 - 999 copies	Enter the number of copies of a document to be printed from 1 to 999.
			Duplex: **ON**, OFF	Switches the duplex (2 sided) function OFF/ON.
			Binding: **Long Edge**, Short Edge	Sets the default binding to LEF or SEF. Only available when Duplex is ON.
			Resolution: 600dpi, **600x1200dpi**, 600dpi M-LEVEL	Sets the default resolution for printing (dots per inch). 600x1200dpi uses more memory and requires more time to process, but prints at a higher quality.
			Toner Save Mode: **OFF**, ON	Reduces the amount of toner used for imaging. Toner saving gives lighter prints but is more economical.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	Print Menu (cont.)	Print Setup (cont.)	Mono-Print Speed: **Auto Speed**, Mono 33PPM, Mixed Speed, Color Speed	**Auto Speed**: If the first page of a print job is black and white, the machine runs at 30ppm (pages per minute). When a color page is detected the machine slows down to 26ppm for the rest of the job. **Mono 33PPM**: This setting operates in the same way as auto speed, except that the machine runs at 33ppm until a color page is detected. To achieve this speed the machine requires an additional 10-20 seconds to warm up and 30-60 seconds to cool down when switching to 26ppm for color pages. This setting is therefore most appropriate when the majority of print jobs are entirely black and white. **Mixed Speed**: The machine automatically switches between 26ppm for each color page and 30ppm for each black and white page. When black and white pages are printed, the 3 color drums are automatically lifted to maximize their working life. This operation imposes a delay each time the machine switches between color and black and white printing. However, the 30-60 second cool down delay described for Mono 30ppm is avoided by limiting the mono speed to 26ppm. This setting may be preferred for mostly black and white printing with some color pages, or where most print jobs are entirely color or entirely black and white. **Color Speed**: The machine runs at 26ppm for all print jobs. This setting is most appropriate when the majority of print jobs are in color.
			Orientation: **Portrait**, Landscape	Selects default page orientation between portrait (tall) and landscape (wide). - (PCL, IBMPPR & EPSON FX only)
			Lines per Page: 005~**060**~128 Row	Sets the number of lines of text per page when raw text is received from systems other than Windows. The default for A4 portrait is 64, and for Letter is 60. - (PCL only)
			Edit Size: **Cassette Size**, A3, A4, A4LEF, A5, A6, B4, B5, B5LEF, Legal 14, Legal 13.5, Legal 13, Letter, LetterLEF, Executive, Custom, COM-10, DL, C5, C4 Tabloid, Index Card	Sets the size of the printable page area to match the size of the paper in use. This is not the same as the physical paper size, which is always slightly larger. For dimensions of physical page sizes, refer to “Paper Recommendations” on page 18.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	Print Menu (cont.)	Print Setup (cont.)	Width: 2.5~**8.5**~11.7 inches	Selects the width of the paper defined by the "Custom" settings.
			Length: 4.1~**11**~47.2 inches	Selects the length of the paper defined by the "Custom" settings. Note that media of up to 1200 mm in length can be fed from the multi purpose tray for banner printing.
		Printer Adjust	Manual Timeout: Disable, 30 seconds, **60 seconds**	Specifies how many seconds the machine will wait for paper to be fed before cancelling the job.
			Wait Timeout: Disable, 5, 10, 20, 30, **40 seconds**, 50, 60, 90, 120, 150, 180, 210, 240, 270, 300 seconds	Specifies how many seconds the machine will wait when received data pauses before forcing a page eject. In PostScript Emulation mode the job will be cancelled if timeout occurs.
			Low Toner: Stop, **Continue**	Specifies whether the machine should continue printing even after a low toner condition is detected.
			Jam Recovery: Disable, **Enable**	Specifies whether the machine should perform jam recovery after a paper jam occurred. If enabled, the unit will attempt to re-print any pages lost due to a paper jam once the jam has been cleared.
			Paper Black Setting: -2, -1, **0**, +1, +2	Used for micro adjustment when very visible faded print results or light specks (or streaks) result when printing in Plain Paper/Black setting. Decrease the value if light specks (or streaks) or snow flake like printing results in high density print areas.
			Paper Color Setting: -2, -1, **0**, +1, +2	Used for micro adjustment when very visible faded print results or light specks (or streaks) result when printing in Plain Paper/Color setting. Decrease the value if light specks (or streaks) or snow flake like printing results in high density print areas.
			Trnspr Black Setting: -2, -1, **0**, +1, +2	As for Paper Black Setting above.
			Trnspr Color Setting: -2, -1, **0**, +1, +2	As for Paper Color Setting above.
			SMR Setting: -3, -2, -1, **0**, +1, +2, +3	To correct variations in print results caused by temperature/ humidity conditions and difference in print density/frequency. Change the setting when print quality is uneven.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	Print Menu (cont.)	Printer Adjust (cont.)	BG Setting: -3, -2, -1, **0**, +1, +2, +3	To correct variations in print results caused by temperature/ humidity conditions and difference in print density/frequency. Change the setting when background is dark.
		Print Position Adjust	Front X Adjust: -2.00~**0**~+2.00 mm Front Y Adjust: -2.00~**0**~+2.00 mm Back X Adjust: -2.00~**0**~+2.00 mm Back Y Adjust: -2.00~**0**~+2.00 mm	X adjust: Adjusts the position of the whole printing image perpendicular to the direction of paper movement (i.e. horizontally). Y adjust: Adjusts the position of the whole printing image parallel to the direction of paper movement (i.e. vertically).
		Drum Cleaning	**OFF**, ON	Set to produce idling of a drum before printing in order to reduce horizontal white lines. This shortens image drum life.
		Hex Dump	**OFF**, ON	Prints out the data received from the host PC in hexidecimal code.
	Color Menu	Density Control	Manual, **Auto**	If set to Auto, image density will be automatically adjusted at power on, when a new image drum or toner cartridge is installed, and at intervals of 100, 300 and 500 drum counts. If a 500 drum count interval occurs during a print job it will occur at the end of that job, and will take up to 55 seconds. If set to manual, this adjustment will only be performed when initiated by the next menu item.
		Adjust Density	**Execute**	Press **Yes** to execute or **No** to cancel. Selecting this will perform the auto density set up immediately.
		Color Tuning/ Print Pattern	**Execute**	Press **Yes** to execute or **No** to cancel. Selecting this item prints the color tuning pattern to help you adjust the color balance.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	Color Menu (cont.)	Cyan HIGHLIGHT	-3, -2, -1, **0**, +1, +2, +3	Adjusts image density for each color component (cyan, magenta, yellow and black). Normal setting is 0.
		Cyan MID-TONE	-3, -2, -1, **0**, +1, +2, +3	
		Cyan DARK	-3, -2, -1, **0**, +1, +2, +3	
		Magenta HIGHLIGHT	-3, -2, -1, **0**, +1, +2, +3	
		Magenta MID-TONE	-3, -2, -1, **0**, +1, +2, +3	
		Magenta DARK	-3, -2, -1, **0**, +1, +2, +3	
		Yellow HIGHLIGHT	-3, -2, -1, **0**, +1, +2, +3	
		Yellow MID-TONE	-3, -2, -1, **0**, +1, +2, +3	
		Yellow DARK	-3, -2, -1, **0**, +1, +2, +3	
		Black HIGHLIGHT	-3, -2, -1, **0**, +1, +2, +3	
		Black MID-TONE	-3, -2, -1, **0**, +1, +2, +3	
		Black DARK	-3, -2, -1, **0**, +1, +2, +3	
		Cyan Darkness	-3, -2, -1, **0**, +1, +2, +3	Adjusts darkness of each color (cyan, magenta, yellow and black). Normal setting is 0.
		Magenta Darkness	-3, -2, -1, **0**, +1, +2, +3	
		Yellow Darkness	-3, -2, -1, **0**, +1, +2, +3	
		Black Darkness	-3, -2, -1, **0**, +1, +2, +3	
		Adjust Registration	**Execute**	Press **Yes** to execute or **No** to cancel. Performs automatic color registration adjustment. Normally this is done on power on and when the top cover is opened and then closed. This process accurately aligns the cyan, magenta and yellow images to the black image.
		CYAN Reg Fine Adj	-3, -2, -1, **0**, +1, +2, +3	Performs fine adjustment of image timing in relation to the black image component.
		MAGENTA Reg Fine Adj	-3, -2, -1, **0**, +1, +2, +3	
		YELLOW Reg Fine Adj	-3, -2, -1, **0**, +1, +2, +3	
		Ink Simulation	**OFF**, SWOP, EUROSCALE, JAPAN	Selects from a range of industry standard color swatches.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	Color Menu (cont.)	UCR	**Low**, Medium, High	Selects the limitation of the toner layer thickness. If paper curl occurs in dark printing, selecting Medium or Low sometimes helps reduce curl.
		CMY100% Density	**Disable**, Enable	When enabled, black areas are produced using 100% C, M, and Y instead of black. This results in a glossier finish.
		CMYK Conversion	OFF, **ON**	Setting to **OFF** will simplify the conversion process of CMYK data, which will reduce process time. This setting is ignored when Ink Simulation function is used.
	Sys Config Menu	Personality	**Auto Emulation**, PCL, IBM PPR, EPSON FX, PS3 Emulation	This item selects which industry standard emulation your unit should use. When set to Auto, incoming data is examined and the correct emulation is automatically selected each time a print job is received.
		Alarm release	**Manual**, Auto	When Manual, non-critical warnings, such as requests for a different paper size, can be cleared by pressing the RESET button. When set to Auto, they are cleared when the print job resumes.
		Auto Continue	**OFF**, ON	Determines whether or not the unit will automatically recover from a memory overflow condition.
		Error Report	**OFF**, ON	If **ON**, the unit will print error details when a PostScript emulation error occurs.
	PCL Setup	Font Source	**Resident**	Specifies the location of the PCL default font. Normally this will be internal unless additional fonts are installed in the expansion POM slot or additional fonts have been downloaded to RAM as permanent fonts.
		Font No.	1|00~90	Sets the PCL font number.
		Font Pitch	0.44~**10.00**~99.99 CPI	Sets the width of the PCL default font.
		Font Height	4.00~**12.00**~999.75 Point	Sets the height of the PCL default font.
		Symbol Set	**PC-8**	PCL symbol set. If the font source and number are changed to one which does not support the selected symbol set, this must be changed to an available symbol set for that font.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	PCL Setup (cont.)	A4 Print Width	**78 Column**, 80 Column	Sets the number of columns subject to Auto LF with A4 paper in PCL. This is the value when Auto CR/LF Mode is set to OFF with the 10CPI character.
		White Page Skip	**OFF**, ON	Selects whether blank pages are printed or not.
		CR Function	**CR**, CR+LF	Selects whether a received carriage return character (0Dh) also causes a line feed.
		LF Function	**LF**, LF+CR	Selects whether a received line feed character (0Ah) also causes a carriage return.
		Print Margin	**Normal**, 1/5 Inch, 1/6 Inch	Sets the non-printable page area. Normal is PCL compatible.
		True Black	**OFF**, ON	Selects whether black image data is printed using black toner (True Black ON) or 100% CMY. (Valid in PCL emulation mode only.)
		Pen Width Adjust	OFF, **ON**	The thinnest line width in PCL, a 1-dot line, may look broken. **ON:** when the thinnest line width is specified, line width is emphasized to look wider. **OFF:** the line appears as specified.
		Tray ID#	Tray 2: 01~**05**~59 Tray 3: 01~**20**~59 MP Tray: 01~**04**~59	Sets the number to specify Tray 2, Tray 3, and MP Tray for the paper feed destination command in PCL5e emulation.
	IBM PPR Setup	Character Pitch	**10 CPI**, 12 CPI, 17 CPI, 20 CPI, PROPORTIONAL	Specifies character pitch in IBM PPR emulation.
		Font Condense	**12CPI - 20CPI**, 12CPI - 12CPI	Specifies 12CPI pitch for Condense Mode.
		Character Set	SET-1, **SET-2**	Specifies a character set.
		Symbol Set	**IBM 437**	Specifies a symbol set.
		Letter 0 Style	**Disable**, Enable	Specifies the style that replaces 9BH with letter o and 9DH with a zero
		Zero Character	**Normal**, Slashed	Sets the zero to be slashed or unslashed.
		Line Pitch	**6 LPI**, 8 LPI	Specifies the line spacing.
		White Page Skip	**OFF**, ON	Selects whether blank pages are printed or not.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	IBM PPR Setup (cont.)	CR Function	**CR**, CR+LF	Selects whether a received carriage return character (0Dh) also causes a line feed.
		LF Function	**LF**, LF+CR	Selects whether a received line feed character (0Ah) also causes a carriage return.
		Line Length	**80 COLUMN**, 136 COLUMN	Specifies the number of characters per line.
		Form Length	**11 Inch,** 11.7 Inch, 12 Inch	Specifies the length of paper.
		TOF Position	**0.0 Inch** - 1.0 Inch	Specifies the distance of print from the top edge of the paper.
		Left Margin	**0.0 Inch** - 1.0 Inch	Specifies the distance of print from the left hand edge of the paper.
		Fit to Letter	**Enable**, Disable	Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area.
		Text Height	**Same**, Diff	Sets the height of a character. SAME: Regardless of CPI, same height DIFF: As CPI, character heights vary.
		Cont Paper Mode	**OFF**, ON	If you have multiple feed trays installed in which the media is the same size and type you can enable continuous paper mode. When one tray runs out of paper, the unit will switch to another tray.
	EPSON FX Setup	Character Pitch	**10 CPI**, 12 CPI, 17 CPI, 20 CPI, PROPORTIONAL	Specifies character pitch in this emulation.
		Character Set	SET-1, **SET-2**	Specifies a character set.
		Symbol Set	**IBM 437**	Specifies a symbol set.
		Letter 0 Style	**Disable**, Enable	Specifies the style that replaces 9BH with letter o and 9DH with a zero
		Zero Character	**Normal**, Slashed	Sets the zero to be slashed or unslashed.
		Line Pitch	**6 LPI**, 8 LPI	Specifies the line spacing.
		White Page Skip	**OFF**, ON	Selects whether blank pages are printed or not.
		CR Function	**CR**, CR+LF	Selects whether a received carriage return character (0Dh) also causes a line feed.
		Line Length	**80 COLUMN**, 136 COLUMN	Specifies the number of characters per line.

FEATURE	OPTION			DESCRIPTION
Print Setup (cont.)	EPSON FX Setup (cont.)	Form Length	11.7 Inch, **11 Inch**, 12 Inch	Specifies the length of paper.
		TOF Position	**0.0 Inch** - 1.0 Inch	Specifies the distance of print from the top edge of the paper.
		Left Margin	**0.0 Inch** - 1.0 Inch	Specifies the distance of print from the left hand edge of the paper.
		Fit to Letter	**Enable**, Disable	Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area.
		Text Height	**Same**, Diff	Sets the height of a character. SAME: Regardless of CPI, same height DIFF: As CPI, character heights vary.
		Cont Paper Mode	**OFF**, ON	If you have multiple feed trays installed in which the media is the same size and type you can enable continuous paper mode. When one tray runs out of paper, the unit will switch to another tray.
Network Menu	Network Setup	TCP/IP	Disable, **Enable**	Enables or disables this network protocol.
		IP Version	**IPv4**, IPv4 + IPv6	Set up the IP version. Display condition: TCP/IP protocol must be enabled.
		NetBEUI	**Disable**, Enable	Enables or disables this network protocol.
		NetBIOS over TCP	Disable, **Enable**	Enables or disables this network protocol. Display condition: TCP/IP protocol must be enabled.
		NetWare	Disable, **Enable**	Enables or disables this network protocol.
		EtherTalk	Disable, **Enable**	Enables or disables this network protocol.
		Frame Type	**Auto**, 802.2, 802.3, ETHERNET II, SNAP	Selects the Ethernet MAC layer frame type. Display condition: Netware must be enabled.
		IP Address Set	Manual, **Auto**	Specifies whether IP address allocation is automatic (DHCP) or manually assigned. Display condition: TCP/IP protocol must be enabled.
		IPv4 address	**xxx.xxx.xxx.xxx**	Current assigned IP address. To change, enter the address using the numerical keypad. Press Enter to register new address. Display condition: TCP/IP protocol must be enabled.

FEATURE	OPTION			DESCRIPTION
Network Menu (cont.)	Network Setup (cont.)	Subnet Mask	**xxx.xxx.xxx.xxx**	Current assigned subnet mask. To change, proceed as above. Display condition: TCP/IP protocol must be enabled.
		Gateway Address	**xxx.xxx.xxx.xxx**	Current assigned gateway address. To change, proceed as above. Display condition: TCP/IP protocol must be enabled.
		Web	Disable, **Enable**	Enables or disables web config. facility. Display condition: TCP/IP protocol must be enabled.
		Telnet	**Disable**, Enable	Enables or disables Telnet config. facility. Display condition: TCP/IP protocol must be enabled.
		FTP	**Disable**, Enable	Enables or disables communication via FTP. Display condition: TCP/IP protocol must be enabled.
		IPSec	**Disable**, Enable	Enable via the web page or Configuration Tool.
		SNMP	Disable, **Enable**	Enables or disables SNMP of FTP (TCP/IP or NetWare). Display condition: TCP/IP protocol must be enabled.
		Network Scale	Small, **Normal**	Normal: Can work effectively even when connected to a HUB that has a spanning tree feature. However, printer start up time gets longer when computers are connected to two or three small LANs. Small: Computers can cover from two or three small LANs to a large LAN, but it may not work effectively when it is connected to a HUB with a spanning tree feature.
		HUB Link Setting	**Auto Negotiate**, 100BASE-TX FULL, 100BASE-TX HALF, 10BASE-T FULL, 10BASE-T HALF	Sets the hub linking method.
		Network PS-Protocol	ASCII, **RAW**	Select PostScript data format for the network port.
		Factory Defaults	**Execute**	Select Yes to reload the settings present when the unit was setup by the manufacturer.
	Mail Server Setup	SMTP server		Set the host name for the SMTP server.
		SMTP Port	00000 ~ **00025** ~ 65535	Set the port number.

FEATURE	OPTION			DESCRIPTION
Network Menu (cont.)	Mail Server Setup (cont.)	SMTP Encryption	**None**, SMTPS, STARTTLS	Select encryption method.
		POP3 server		Set the IP address or host name for the POP3 server.
		POP3 Port	00000 ~ **00110** ~ 65535	Set the port number.
		POP3 Encryption	**None**, POP3S, STARTTLS	Select encryption method.
		Authentication method	**None**, SMTP, POP	Set the authentication method.
		SMTP User ID	**User defined**	Set a user ID for the SMTP server.
		SMTP password	**User defined**	Set a password for the SMTP server.
		POP User ID	**User defined**	Set a user ID for the POP3 server.
		POP password	**User defined**	Set a password for the POP3 server.
	LDAP Server Setting	Server Setting	LDAP Server: **user defined**	Set the host name for the LDAP server.
			Port No.: 00001 ~ **00389** ~ 65535	Set the port number.
			Timeout: 010 ~ **030** ~ 120	Enter the LDAP server timeout in seconds.
			Max. Entries: 005 ~ **100**	Set the maximum number of search results from the LDAP server.
			Search Root:	Enter the desired root.
		Attr	Name1: **cn**	Edit the LDAP search attribute if required.
			Name2: **sn**	
			Name3: **givenName**	
			E-mail Address: **mail**	
			Addnl Filter:	
		Authentication	Method: **Anonymous**, Simple, Digest-MD5, Secure Protocol	Set the authentication method for LDAP.
			User ID: **user defined**	Set a user ID for the LDAP server.
			Password: **user defined**	Set a password for the LDAP server.
		Encryption	**None**, LDAPS, STARTTLS	Set the encryption method.

FEATURE	OPTION			DESCRIPTION
Network Menu (cont.)	SecurePrtc SrvSetting	Domain		Domain must be registered in the DNS server.
Management	Standby Screen Setup	Copy Screen	1. Doc Type 2. Density 3. Tray 4. Zoom 5. Sort	Default settings listed, these can be changed if required.
		Fax Screen	1. Speed Dial 2. Doc. Type 3. Density 4. Redial 5. OffHook	
		Scanner Screen	1. NetworkPC 2. E-mail 3. USB Memory	
		Default Mode	**Copy**, Fax, Scan, Print	
	Address Book Tab Settings	Fax	**Do not register**, All, Group01 - Group32, Numeric List, ABC, DEF, GHI, JKL, MNO, PQRS, TUV, WXYZ, Symbol	Maximum of three destination tabs can be registered to display on the standby screen.
		E-mail	**Do not register**, All, Group01 - Group32, Numeric List, ABC, DEF, GHI, JKL, MNO, PQRS, TUV, WXYZ, Symbol	Maximum of three destination tabs can be registered to display on the standby screen.
	Auto Reset Time	Copy screen	Reset Time: 01~**03**~10 minutes	Select the required screen reset interval.
			Reset After Scan: **OFF**, ON	Specify whether or not to reset once scan job is complete.
		Fax Screen	Reset Time: 01~**03**~10 minutes	Select the required screen reset interval.
		Scanner Screen	Reset Time: 01~**05**~10 minutes	Select the required screen reset interval.
			Reset After Scan: **OFF**, ON	Specify whether or not to reset once scan job is complete.
	Sound Setup	Volume	OFF, Low, **Middle**, High	Select volume level.
		Key Touch Volume	OFF, Low, **Middle**, High	Select key touch volume level.
		Key Touch Tone	Fax: High, Mid, **Low** Copy: High, Mid, **Low** Scan: High, Mid, **Low**	Select key touch tone.

FEATURE	OPTION			DESCRIPTION
Management (cont.)	Sound Setup (cont.)	Fax Ringer	**OFF**, ON	Select **ON** to sound the fax ringer when a fax is received.
		OPCompleteSoundVolume	OFF, Low, **Middle**, High	Select volume level for job complete acknowledgment.
		OPCompleteSound	Copy Completed: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	Select sound option to acknowledge when a particular job type is completed. Press **Test** to hear sound demo.
			Transmission Completed: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
			Rx Completed: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
			Rx Print Completed: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
			E-mail sent Completed: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
			Report Print Completed: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
			PC Print Completed.: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
			Flatbed Scan Completed.: OFF, **TYPE1**, TYPE2, TYPE3, Voice Test	
		Paper Jam Alert	OFF, **ON**	Select **ON** to sound an alarm to alert the user in the event of a paper jam occurring.
	Guidance	OP. Guidance Mode	Auto, **Manual**	See "Voice Guidance Settings" on page XX.
		OP. Guidance Volume	Low, **Middle**, High, Full	
		Error Guidance Volume	OFF, Low, **Middle**, High, Full	
		Notification Volume	OFF, Low, **Middle**, High, Full	

FEATURE	OPTION			DESCRIPTION
Management (cont.)	Local Interface	USB Menu	USB: **Enable**, Disable	Enable/disable communication through the USB interface.
			Soft Reset: **Disable**, Enable	Enable/disable the soft reset command.
			Speed: **480Mbps**, 12Mbps	Select the interface speed.
			USB PS-Protocol: ASCII, **Raw**	Select data format.
			Offline Receive: **Disable**, Enable	Enable/disable offline receive.
			Serial Number: Disable, **Enable**	Enable/disable Serial Number.
		Parallel Menu	Parallel: Disable, **Enable**	Enable/disable communication through the parallel interface.
			Bi-Direction: Disable, **Enable**	Enable/disable Bi-Direction.
			EPC: Disable, **Enable**	Enable/disable EPC.
			ACK Width: **Narrow**, Medium, Wide	Specify acknowledgment width.
			ACK/BUSY Timing: **ACK In Busy**, ACK While Busy	Specify acknowledgment timing.
			I-PRIME: **Disable**, 3 Micro Sec, 50 Micro Sec	Specify I-PRIME setting.
			Parallel PS-Protocol: **ASCII**, Raw	Select data format.
			Offline Receive: **Disable**, Enable	Enable/disable offline receive.
	System Setup	Access Control	PIN, User/Password, **Disable**	Enable access control to restrict usage to authorized user only.
		User Auth. Method	**Local**, LDAP, Secure Protocol	Condition for display: Access Control must be set to User/ Password.
		Unit of Measure	millimeter, **inch**	Select unit of measure.
		Date Format	m**m/dd/yyyy**, dd/mm/yyyy, yyyy/mm/dd	Select desired date format.
		Allow all reports to print	Enable, **Disable**	Enable/disable report printing.
		Near Life LED	Disable, **Enable**	Enable/disable near life LED.
		Address info lock timeout	01~**03**~10 minutes	Enter time-out duration.

FEATURE	OPTION			DESCRIPTION
Management (cont.)	System Setup (cont.)	USB Memory interface	Disable, **Enable**	Select disable to turn off scan to USB function.
	Power Save	Power Save enable	OFF, **ON**	Enable/disable power save feature.
		Power Save Time	5, 15, **30**, 60, 240 minutes	Select desired time interval before machine enters power save mode.
	Memory Setup	Receive Buffer Size	**Auto**, 0.5MB, 1MB, 2MB, 4MB, 8MB, 16MB, 32MB	Specify the size of the buffer you want to use to receive data.
		Resource Save	Auto, **OFF**, 0.5MB, 1MB, 2MB, 4MB, 8MB, 16MB, 32MB	Specify the size of the buffer you want to use for resource saving.
	Flash Memory Setup	Initialize		Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel. Condition for display: **Storage Maint Setup -> Initial Lock** must be set to Disable.
	HDD Setup	Initialize		Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel. Condition for display: **Storage Maint Setup -> Initial Lock** must be set to Disable.
		Format Partition	**PCL**, Common, PS	Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel. Condition for display: **Storage Maint Setup -> Initial Lock** must be set to Disable.
	Storage Maint Setup	Check File System	Execute	Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel.
		Check All Sectors	Execute	Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel.
		HDD Erase	Execute	Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel.
		Initial Lock	Disable, **Enable**	Enable/disable initial lock.
	Encryption Setup	Job Limitation	**Disable**, Encrypted Job	Enable/disable limitation setting.
	Language Maint Setup	Initialize		Making changes will automatically restart the system. Press **Yes** to continue or **No** to cancel.
	Admin Password	**User defined**		Enter new password. Retype your password when prompted to verify. **Note**: password must be six characters or more.

FEATURE	OPTION		DESCRIPTION
Management (cont.)	Reset Settings	Execute	Continuing will automatically restart the system. Press **Yes** to continue or **No** to cancel.
	Job Log Clear	Execute	Continuing will clear the job logs. Press **Yes** to continue or **No** to cancel.
User Install	Time Setup	**user defined**	Enter the current date and time using the numerical keypad and the on-screen arrows.
	Set Daylight Saving	**OFF**, ON	Enable/disable daylight saving setting.
	Time Zone	**user defined**	Enter your countries time zone in relation to GMT, using the numerical keypad and the on-screen arrows.
	Comm. Line	**Tone**, Pulse	Select the appropriate dialling method for the region you are in.
	Reception Mode	**Fax Ready Mode** Tel/Fax Ready Mode Fax/Tel Ready Mode Ans/Fax Ready Mode Tel Ready Mode	Specify the reception mode.
	Dial Tone Detection	**OFF**, ON	Enable/disable dial tone detection.
	Busy Tone Detection	OFF, **ON**	Enable/disable busy tone detection.
	Monitor Control	**OFF**, Type 1, Type 2	Specify the monitor control setting.
	TTI Register/ Edit	TTI 1, TTI 2, TTI 3	Register/Edit transmit terminal identification (TTI) settings.
	Standard TTI	TTI 1, TTI 2, TTI 3	Select default TTI from the registered list.
	TTI Number		Use the numeric keypad and on-screen buttons to enter your fax number.
	TTI calendar type	yyyy/mm/dd **mm/dd/yyyy** dd/mm/yyyy	Specify the TTI calendar date format.
	Super G3	OFF, **ON**	OFF=G3, ON=SuperG3
	Mirror Carriage mode	Yes, No	If you need to move your machine for any reason enable Mirror Carriage mode to prevent any damage to the mirror carriage. Refer to “Appendix A - Moving and transporting” on page 177 for full details.
	Erase Privacy Data	Yes, No	Continuing will delete all settings and registered data.

Job Programs Setting

FEATURE	OPTION	DESCRIPTION
Register		Use the QWERTY keyboard to enter and register a job program. Note: After registering the process, press the **Job Programs** button on the control panel to save. Refer to “Job Programs” on page 112.
Delete		Select the job program number you wish to delete from the list.
Key Speed	Fastest, Fast, **Normal**, Slow	Alter the speed at which each step is performed.
Edit Title	**User defined**	Select the macro number and use the on-screen keyboard to edit the title.

Shutdown

NOTE
This item should always be selected before switching the unit off, to ensure that no hard disk data is lost.

FEATURE	OPTION	DESCRIPTION
Shutdown	**Yes**, No	Select **Yes** to perform a controlled shutdown of the unit, ensuring that all files on the internal hard disk are closed before power is turned off. Only power the unit off when the display indicates that shutdown is complete. Note: If you are shutting down the unit before moving it to another location, refer to “Appendix A - Moving and transporting” on page 177 for full instructions.

Explanation of Filing Protocols

FTP

FTP stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another. FTP uses RFC 959[FTP] as its protocol. Therefore, ensure you have a legal FTP account with the privilege of writing under the directory to save the files and password before using FTP to save documents. To add a sub-directory from the unit, you need to have the privilege of adding a new directory.

HTTP

HTTP uses RFC 2616[HTTP 1.1] as its protocol, and the default Port is usually 80. If you are not using the HTTP port to save files, you must change the unit HTTP Port to the port for the Web Server.

Generally speaking, a Hyper Text Transfer Protocol (HTTP) Web Server will use an anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Therefore, if the HTTP Server does use an anonymous account for authentication when you use this unit to save files, there is no need for setting any text in the login name and password fields for the unit.

On the other hand, if the HTTP server does not allow an anonymous account for authentication to connect to the web page, the user will be prompted to enter a user name and password first when connecting to the web site. In this mode, the file saving feature is available only when entering the user name and password permitted by the server in the Login name and Password field for the unit.

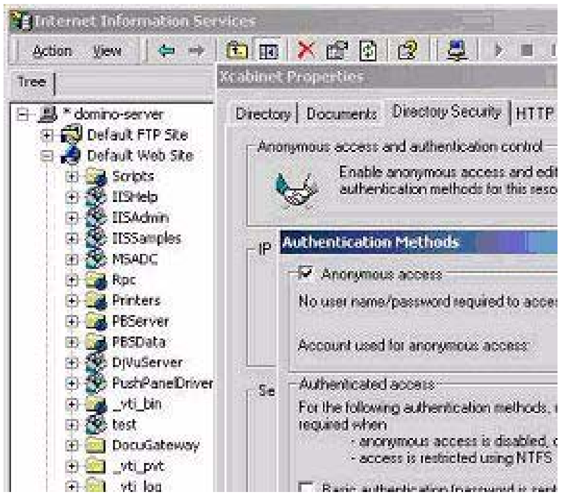
Therefore, make sure of the mode that your Web Server allows before using HTTP for file saving. If anonymous access mode is not allowed, you must have a legal HTTP account and password.

Since this unit will check whether the directory for file saving really exists before proceeding to file saving and writing after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in the Web Server; otherwise the unit will not be able to write the file into the directory.

If you wish to use the unit to save files, in addition to making some settings in Web Server, you will have to confirm that the account has writing privilege for connecting to the Web Server. If not, the unit will not be able to "write" the scanned file in the file system.

Setting IIS Anonymous Access:

1. Start Internet service manager in “Control Panel”.
2. Select Default Web site and right click C:\Inetpub\wwwroot\X cabinet.
3. Select Properties.
4. In the X cabinet dialogue box, select the Directory security tab, and click Edit for “Anonymous Access and Authentication Control”. Make sure “Anonymous Access” is selected in the “Authentication Methods” dialog box.



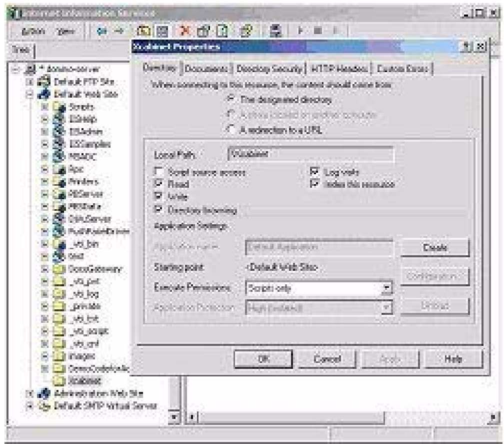
5. Click Edit to open “Account for anonymous access”.



NOTE
Make sure that the account stored in your computer system, in the “username” file, has sufficient privilege to access the file system.

Setting IIS Privileged Access:

1. As in “Setting IIS anonymous access”, start “Internet service manager” and select Default Web site. Right click C:\Inetpub\wwwroot\X cabinet, and select Properties.
2. Select the Directory tab on the Properties page. Ensure the privileges for “Read”, “Write” and “Directory Browsing” are selected.



NOTE
If the file management system on your server is NTFS, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\X cabinet\Files, you have to make sure the anonymous account has the correct privileges. You should make the following settings:

1. Select C:\Inetpub\wwwroot\X cabinet\Files directory in Windows Explorer, and right click to select Properties.
2. Select the Security tab in the File dialogue box, and then Everyone.
3. Select the privileges for Read and Execute, Folder Properties List, Read and Write.

After that every user has the privilege to manage all files in the directory for saving files.

NOTE

1. For security of the scanned files, “Everyone” should not be allowed to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended that you set the privilege of the directory for saving files to IIS anonymous account, or users and groups that can use that directory only.
2. Please note that HTTP cannot add a server sub-directory from this unit.

When using Apache as the HTTP server, according to their documentation, it must have SCRIPT to run the HTTP PUT method. Although the document is attached with a Perl example, you will need to modify it before applying it, since this unit uses Transfer-encoding of Chunked. In addition, the Apache will have to be set to accept this unit. For more information refer to the relevant Apache documentation.

CIFS

CIFS (Windows Network Share) is a file saving protocol generally used for “resource sharing” of a network in Microsoft Windows systems. Set up the “shared directory” as per the network settings for sharing in MS Windows. Under the User level mode of Windows 2000, use the account and password with the privilege of “write” as the login name and Password for the unit folder.

Setting the Fax Features

NOTE
If you ran the driver installer program from the CD-ROM you may have already set the time zone, date and time via the Panel Downloader utility.

Initial Set Up

The following parameters **must** be set before using the fax function on your unit:

- Time zone
- Date and time

There are other parameters that can be adjusted to suit your personal preferences later if required, refer to fax set up table for details (See “Advanced Set Up” on page 66.).

To set fax parameters:

1. Press the **Setup** button on the control panel.
2. From the touch screen, press the **Admin Setup** button.
3. Using the on-screen keyboard, enter the admin password and press **Enter**.
4. From the touch screen, press the **User Install** button.
5. Select **Time Zone** and using the on-screen arrows or keypad, set the correct time differential.
6. If required, press **Set Daylight Saving** and select **ON**.
7. Select **Time Setup** and using the on-screen arrows or keypad, set the correct date and time.
8. Press **Enter** to confirm.
9. Press **Enter** to enable.

NOTE
If connecting the machine through a private branch exchange (PBX) line, you must also specify a dial prefix to allow the machine to obtain an external line before dialling. *Refer to “Connecting to a PBX” on page 69.*

Advanced Set Up

Your machine offers a multitude of features which reduce the time required for manual operation and make fax communications more efficient.

Assigning Fax Numbers to the Address Book

The machine can hold up to 500 speed dial numbers and 32 group settings in the address book. To add a new number to the address book:

From the Setup screen

To assign a fax destination number to a speed dial entry:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. On the touch screen, press **Address Book**.
3. Press **Speed Dial**.

   From here you can enter, edit, delete, sort, insert and assign group dial numbers.
4. Press the **Register/Edit** button.
5. Select the desired speed dial number.
6. Using the numeric keypad, type in the destination fax number and press **Enter**.

NOTE

- *If the destination fax number has an "extension number", press the **Pause** button between numbers. The machine will insert a pause when dialling.*
- *If your unit is connected to a PBX (private branch exchange), you will need to add a Prefix in order to access to the outside line. Refer to "Connecting to a PBX" on page 69.*
- *If you need to change the dialing method for the region, press the **Tone** button to change the call parameters for this particular number.*
- *If you make a mistake while entering the number, press the **Clear** button to delete the last digit.*

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7. If required, select **Name** and type in the fax number destination name, then press **Enter**.
8. If required, select **Group No** then select the group number to assign the fax number to. Press **Enter**.

NOTE
Each group can have a maximum of 500 entries.

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9. Press **Enter** to save the speed dial entry or press **Cancel** to exit without saving.
10. Press **Close** (on four screens) to exit the menu.

From the Fax Ready screen

To assign a fax destination number to a speed dial entry:

1. Press the **Fax** button on the control panel to prompt the **Fax Ready** screen.
2. On the **Numeric List** tab, select the desired speed dial number.
3. At the prompt select **Yes** to continue and register your destination fax number or select **No** to cancel the operation.
4. Using the numeric keypad, enter the destination fax number and press **Enter**.

NOTE

- *If the destination fax number has an "extension number", press the **Pause** button between numbers. The machine will insert a pause when dialling.*
- *If your unit is connected to a PBX (private branch exchange), you will need to add a Prefix in order to access to the outside line. Refer to* *"Connecting to a PBX" on page 69.*
- *If you need to change the dialing method for the region, press the **Tone** button to change the call parameters for this particular number.*
- *If you make a mistake while entering the number, press the **Clear** button to delete the last digit.*

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5. If required, select **Name** and type in the fax number destination name, then press **Enter**.
6. If required, select **Group No** then select the group number to assign the fax number to. Press **Enter**.

NOTE
Each group can have a maximum of 500 entries.

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7. Press **Enter** to save the speed dial entry or press **Cancel** to exit without saving.

Deleting an Entry from the Address Book

To delete an entry from the address book:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. On the touch screen, press **Address Book**.
3. Press **Speed Dial**.

   From here you can enter, edit, delete, sort, insert and assign group dial numbers.
4. Press the **Delete** button.

   If you wish to delete the entry and shift the remaining entries up to remove the "deleted entry" then press the **Delete and Sort** button.
5. Select the desired speed dial number.
6. At the prompt select **Yes** to confirm you want to delete the entry or select **No** to cancel the operation.
7. Press **Close** (on four screens) to exit the menu.

Connecting to a PBX

Private Branch Exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialing a telephone number, if a prefix (access) number is required to open an outside line, the line is connected to a PBX. If this unit is going to be connected to a PBX, please make the following changes to enable it to recognize the prefix digits in the telephone numbers used to obtain access to the outside line. After dialing the prefix digits, the unit will wait until the outside line is available (secondary dial tone detected) before dialing the rest of the number.

1. Press the **Setup** button on the control panel.
2. From the touch screen, press the **Admin Setup** button.
3. Using the on-screen keyboard, enter the administrator password and press **Enter**.
4. From the touch screen, press the **Fax Setup** button.
5. From the touch screen, press the **Other Settings** button.
6. From the touch screen, press the **Arrow** button and navigate to page 2.
7. From the touch screen, press the **PreFix** button.
8. Use the on-screen arrow buttons and keypad to enter the required prefix and press **Enter**.
9. Press **Close** (on four screens) to store the new setting and exit the menu.

Automatic Redial

You can set the fax to automatically redial if the initial fax transmission fails. The machine will redial on:

- Line busy
- No answer
- Communication error

To set auto-redial:

1. Press the **Setup** button on the control panel.
2. From the touch screen, press the **Admin Setup** button.
3. Using the on-screen keyboard, enter the administrator password and press **Enter**.
4. From the touch screen, press the **Fax Setup** button.
5. From the touch screen, press the **Other Settings** button.
6. From the touch screen, press the **Redial Tries** button.
7. Use the on-screen arrow buttons and keypad to enter the required redial attempts (between 0 and 14), then press **Enter**.
8. From the touch screen, press the **Redial Interval** button.
9. Use the on-screen arrow buttons and keypad to enter the required redial interval (between 0 and 5 minutes), then press **Enter**.
10. Press **Close** (on four screens) to store the new setting and exit the menu.

Reception Mode

You can change the way your unit handles incoming fax transmissions and telephone calls (if you have a telephone handset connected) depending on your office requirements. Choose from:

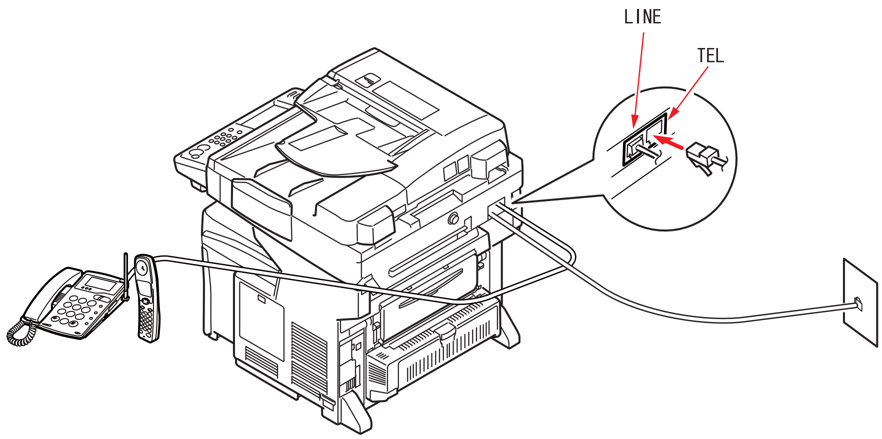
- Fax Ready Mode
- Tel/Fax Ready Mode
- Fax/Tel Ready Mode
- Ans/Fax Ready Mode
- Tel Ready Mode

To change the reception mode:

1. Press the **Setup** button on the control panel.
2. From the touch screen, press the **Admin Setup** button.
3. Using the on-screen keyboard, enter the administrator password and press **Enter**.
4. From the touch screen, press the **User Install** button.
5. From the touch screen, press the **Reception Mode** button.
6. Select the required reception mode and press **Enter**.
7. Press **Close** (on three screens) to store the new setting and exit the menu.

Adding a Telephone Handset

If you want to add a telephone handset to your unit, connect the line to the Tel socket (in certain countries it may be necessary to use a telephone plug adaptor).



You will also need to update the telephone settings to set the ring response:

1. Press the **Setup** button on the control panel.
2. From the touch screen, press the **Admin Setup** button.
3. Using the on-screen keyboard, enter the administrator password and press **Enter**.
4. From the touch screen, press the **Fax Setup** button.
5. From the touch screen, press the **Other Settings** button.
6. From the touch screen, press the **Ring Response** button.
7. Using the arrow keys, select the required response setting (between 0 and 10 times) and press **Enter**.
8. Press **Close** (on four screens) to store the new configuration setting and exit the menu.

NOTE
You must also set the reception mode to the appropriate setting. See “Reception Mode” on page 70.

Access Control

If your Administrator has enabled access control on your machine, it will automatically start up in access control mode. You will not be able to use it until you have provided valid login information. If the access control setting is:

- **PIN**; you will need to provide a valid PIN (personal identification number).
- **User/Password**; you will need to provide a valid user ID and password.

After using it, you will be expected to log out, leaving the scanner unit in access control mode, unable to be used by unauthorized users.

Logging In

1. **If the PIN screen is displayed** on the touch screen, press the **PIN No.** field and use the numeric keys to enter your PIN, then press **Enter**. Press the **Log in** button.

> *NOTE*
> *If you logged in using the Admin ID (default is 000000), you will also need to enter the Admin Password. Using the QWERTY keyboard, enter the password and press **Enter** to confirm.*

2. **If the User/Password screen is displayed** on the touch screen, press the **User Name** field and use the QWERTY keyboard to enter your user name. Press **Enter** to confirm. Press the **Password** field and use the QWERTY keyboard to enter your password. Press **Enter** to confirm. Press the **Log in** button to continue.
3. The machine is now available to use.

Logging Out

When you have finished using the machine, select **Others > Logout** to return to the access control screen.

Operation

With its intuitive control panel, this Multi Function Product (MFP) is designed to be easy to use. After the machine has been configured, operating is quite straight forward.

NOTE
If an access control screen is displayed on the touch screen panel, enter your login details to display the default Copy screen. Refer to “Access Control” on page 72 for details.

The following sections describe how to copy, fax, and scan your documents.

Loading Document(s)

This MFP can scan/copy/send/fax document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, load paper in the ADF or enable the continous scan feature and set your documents on the glass (refer to “Continuous Scan Mode” on page 111 for details).

The ADF can handle up to 50 sheets of letter paper or 25 sheets of tabloid paper, of weight 16 to 34 lb. US Bond (60 - 128 g/m^2) at one time. The ADF can handle media up to 35.4 inches (900 mm) in length (operator assistance required).

If you need to scan/copy/send/fax pages from books, newspaper clippings, or paper with wrinkles or curls, place them on the glass.

Placing Document(s) in the ADF

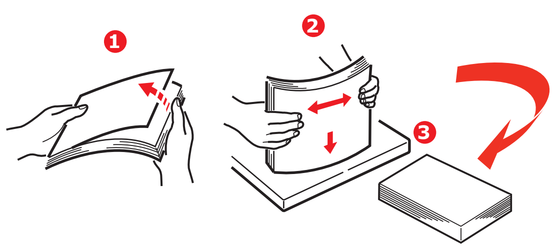
Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean and without any documents left on it.

NOTE
To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

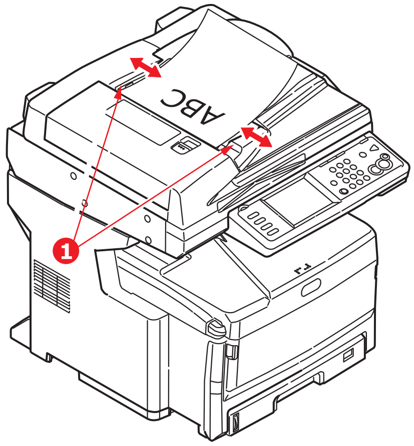
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1. If you have multiple pages, fan the pages to avoid paper jams. The ADF holds up to 50 pages at one time.



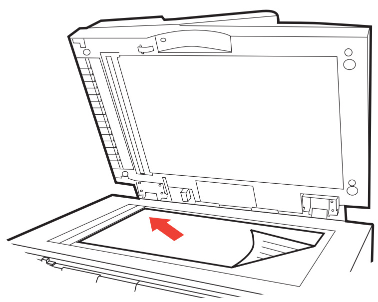
2. Place the document with the text face UP in the ADF and make sure that the top of each page is fed in first.

3. Adjust the Paper Guides (1) to center the document in the ADF.



Placing Document(s) on the Scanner Glass

1. Open the document cover.
2. Place your document with the text face DOWN on the glass and align it to the upper-left corner.

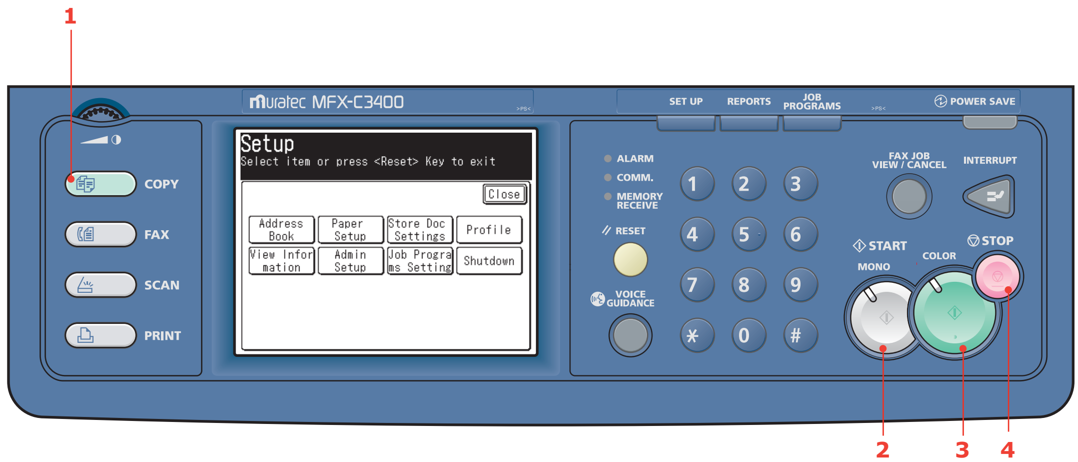


3. Close the document cover.

Copying

NOTE
Copying will only occur when the selected tray (or one of the trays when Tray Selection is set to "Auto") is defined as containing PLAIN media type. Refer to "Paper Setup" on page 32.

Basic Operation



1. Place your document(s) with text face UP in the ADF or face DOWN on the scanner glass.
2. If required, press the **Copy** button (1) on the control panel to prompt the **Copy Ready** screen.

NOTE
Factory default setting is Copy mode.

3. Press **Mono** (2) to copy your document(s) in black and white, or **Color** (3) to copy your document(s) in color.

NOTE
*If you wish to cancel the copy process, press **Stop** (4) to abort the operation.*

Increasing Number of Copies

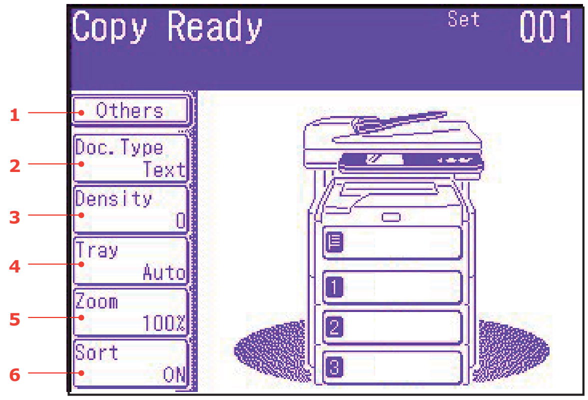
The machine is preset to a copy count of 1. If you wish to increase the number of copies, select the number of copies with the numeric keypad.

To increase the number of copies:

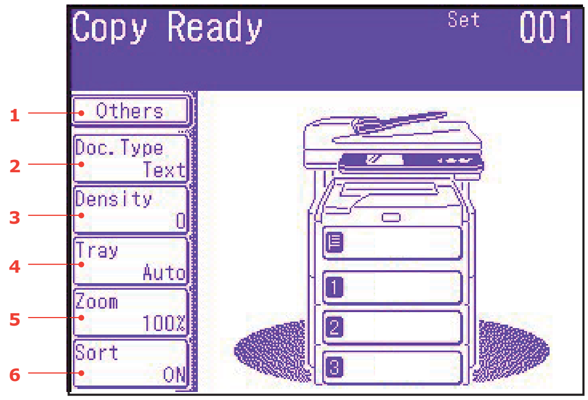
1. If required, press the **Copy** button on the control panel to prompt the **Copy Ready** screen.
2. Enter number of copies required using the numeric keypad on the control panel. The touch screen display will confirm the copy count selected.

Advanced Operation

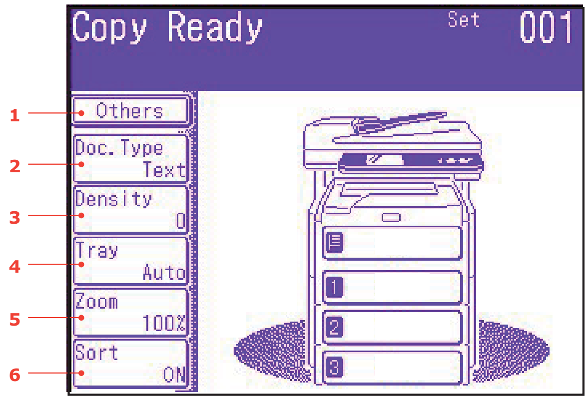
Using the options available on the touch screen, you can alter the scan output to suit your needs:



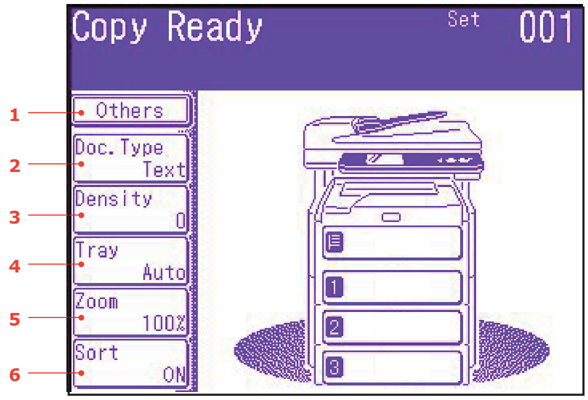
NO.	FEATURE	OPTION		DESCRIPTION
1	Others	N-in-1	**OFF** 2-in-1 4-in-1 8-in-1	Allows you to print multiple pages of the document onto a single sheet of paper. 2-n-1 layout orientation and image order is fixed. If you specify 4-in-1 or 8-in-1 you can specify horizontal or vertical orientation. If you specify 2-in-1, 4-in-1 or 8-in-1, set your original documents on the ADF, alternatively enable Cont. Scan mode and use the document glass (see "Continuous Scan Mode" on page 111).
		Repeat	**OFF** x2 x4 x8	Allows you to print multiple images of an original document on a single sheet.
		Book Copy	**OFF**, Left, Right	Allows you to select how book copies are printed, whether the left hand page or right hand page is printed first. If enabled, set your original document on the glass. **Note**: when book copy is enabled, ensure that "Zoom" is set to Auto (see page 79).
		Margin	**OFF**, ON	Allows you to change the document top and left margin areas. Input range: -25 to +25mm.
		EdgeErase	**OFF**, ON	Allows you to block out the peripheral areas of the document where spurious shadows and borders may arise when copying with the document cover open (such as with books and magazines) or for other purposes. Input range: 5 to 50mm.



NO.	FEATURE	OPTION		DESCRIPTION
1	Others (cont.)	EraseCentr	**OFF**, ON	Allows you to block out a centred rectangular area of the document where spurious shadows and borders may arise when copying bound originals (books, magazines) with the centre spread layout. Input range: 1 to 50mm.
		DuplexCopy	Copy method: **Off**, 1->2 side, 2->2 sides, 2->1 side Doc. Direction: Binding **Right&Left**, Top	Select the copy method. If duplex copying is specified, select the required binding method.
		Mixed Size	**OFF**, ON	Allows you to load originals of same width but different length in the ADF. The following document sizes can be set concurrently; A3 and A4 LEF, B4 and B5 LEF, A4SEF and A5 LEF. When enabled, the tray setting is automatic, you cannot specify a tray manually.
		Scan Size	**Auto**, A3, B4, A4, A4 (SEF), B5, B5 (SEF), A5, A5 (SEF), Letter, Letter (SEF), Tabloid, Legal 14, H.LTR	Allows you to select the document size.
		Cont. Scan	**OFF**, ON	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals.
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Contrast setting High: Enhance brightness Low: Reduce brightness
		Hue	[R] -3, -2, -1, **0**, +1, +2, +3 [G]	Red / green balance adjustment. [R]: Enhance red. [G]: Enhance green.



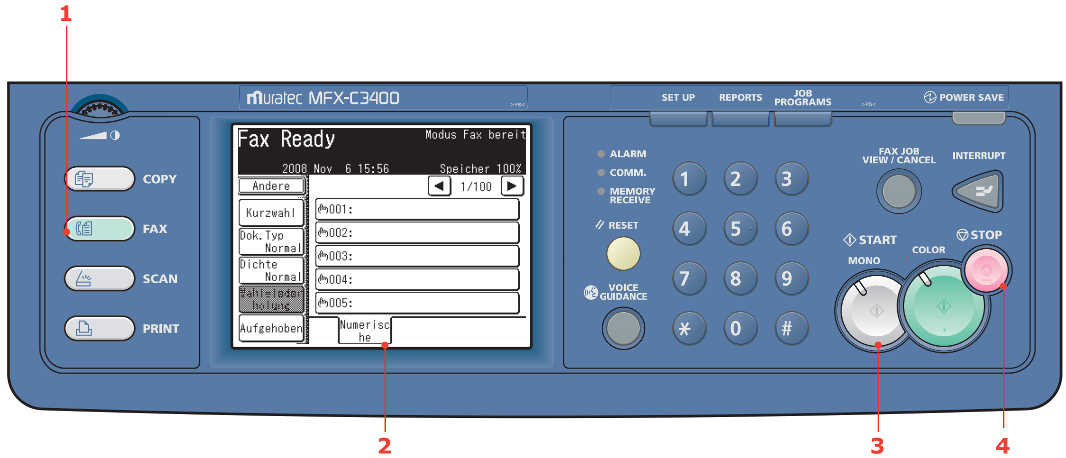
NO.	FEATURE	OPTION		DESCRIPTION
1	Others (cont.)	Saturation	-3, -2, -1, **0**, +1, +2, +3	Saturation setting High: Enhance image sharpness Low: Reduce hue
		RGB	[R] -3, -2, -1, **0**, +1, +2, +3 [G] -3, -2, -1, **0**, +1, +2, +3 [B] -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings.
		Logout		If access control is enabled, logout once you are finished to avoid any unauthorized access.
2	Doc. Type	Doc. Type	Text, **Text&Photo**, Photo, Extra Fine	Allows you to specify the type of images on the document.
		Removal for Background & Show-Through (sTHR)	**Auto**, OFF, 1(Low), 2, 3, 4, 5(High), sTHR	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed. Use Show-Through when copying documents that are printed on both sides (for example newspaper). This function removes the reverse image and characters.
3	Density	-3, -2, -1, **0**, +1, +2, +3		Adjust density Darker: Keep color intensity and darker image. Lighter: Reduce color intensity and gives lighter image.
4	Tray	**Auto**, MPT, Tray 1		Allows you to define the paper tray for printing. Auto - Allows for automatic tray selection based on the document image size and/or scaling setting defined.



NO.	FEATURE	OPTION		DESCRIPTION
5	Zoom	Auto , 100%, Fit		Allows you to scale the copy using the presets values or by scaling in 1% increments up to 400% and down to 0 by pressing the + and - buttons.
		Enlarge,	154% H Letter->Legal	
			129% Letter->Tabloid	
			122% Legal->Tabloid	
		Reduce	78% Legal->Letter	
			64% Tabloid->Letter	
6	Sort	OFF, ON		ON prints 1 entire copy/set of the multiple copy document at a time (e.g. pages 1,2,3,1,2,3,1,2,3,…) OFF batch prints the multiple copy document page by page (e.g. pages 1,1,1,2,2,2,3,3,3,…)

Faxing

Basic Operation



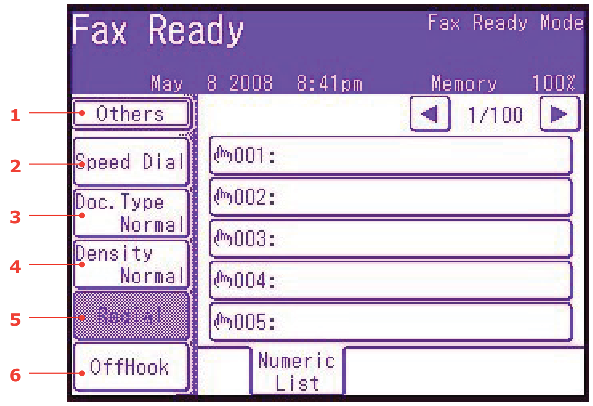
1. Place your document(s) with text face UP in the ADF or face DOWN on the scanner glass.
2. Press the **Fax** button (1) on the control panel to prompt the **Fax Ready** screen.
3. Enter the destination fax number by either:
   - typing in the number using the numeric keypad
   - selecting the number from the speed dial list. Refer to “Assigning Fax Numbers to the Address Book” on page 67 for details.
   - pressing the **Others** button on the touch screen, then pressing **Group Tx** and selecting from the group list
4. Using the touch screen (2), set your send properties as required. Refer to “Advanced Operation” on page 81 for details.
5. Press the **Mono** button (3) to start sending your document(s).

NOTE
*If you wish to cancel faxing, press **Stop** (4) to abort the operation.*

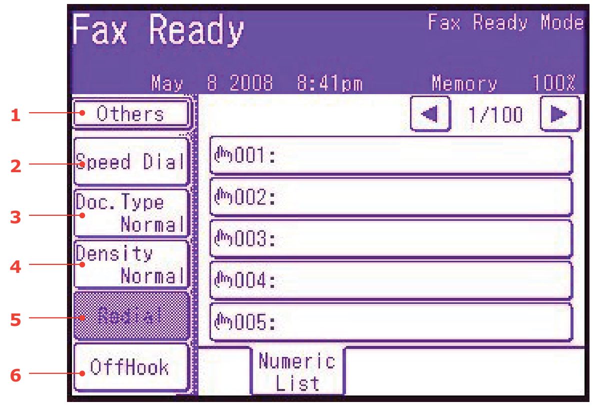
Fax transmissions are sent in black and white only.

Advanced Operation

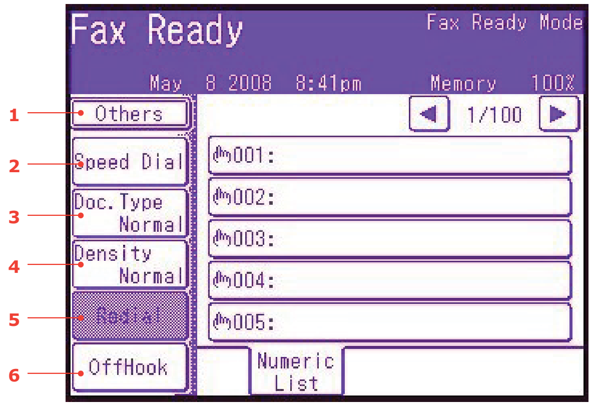
Using the options available on the touch screen, you can alter the fax features to suit your needs:



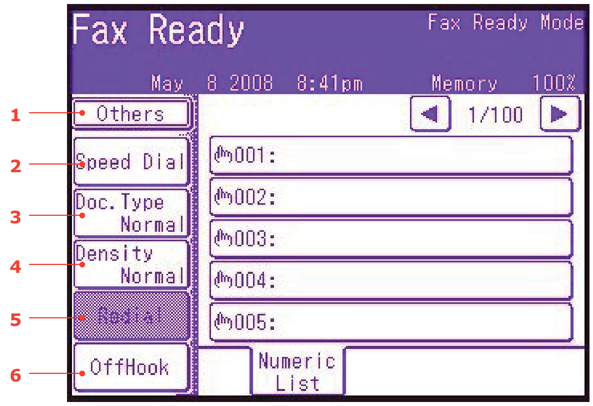
NO.	FEATURE	OPTION		DESCRIPTION
1	Others	Duplex Scan	**OFF**, Right&Left, Top	Select the bound originals binding position.
		Scan Size	**Auto**, A3, B4, A4, A4 (LEF), B5 (LEF), A5 (LEF), Letter, Letter (LEF), Tabloid, Legal 14, H.LTR	Allows you to select the paper size to match the document size.
		Group Tx	01 - 32	Select the required group dial number. Use the on-screen arrows to scrolled to the next page.
		Cont. Scan	**OFF**, ON	Select ON to continue scanning further pages. Allows you to construct a single scan job from multiple individual sheets or originals. Refer to "Continuous Scan Mode" on page 111 for details.
		TTI	OFF, **ON**	Prints TTI information on the header of the transmitted fax.
		TTI Select	**user defined**	Select the user defined TTI header. Note: TTI must be ON.
		MCF Report	**OFF**, ON	Select ON to print a fax confirmation after transmission.
		Delayed Tx	**user defined**	Delayed transmission allows you to fax documents at a specific date and time. Up to one hundred transmission times can be scheduled up to one month in advance.
		Polling	**OFF**, ON	Polling is a process in which documents are loaded into a machine, and the machine is then set to wait for a call from a remote location before faxing. This mode will allow you to retrieve documents from a remote fax machine.



NO.	FEATURE	OPTION		DESCRIPTION
1	Others (cont.)	FPolling	**OFF**, ON	To turn ON, use the numeric keypad to enter the sub-address of the remote machine. If required, use the numeric keypad to enter the password of the remote machine.
		F-Code Tx	**OFF**, ON	F Code transmission is a function to communicate using sub addresses or passwords in accordance with the standard of ITU-T. by creating and registering F Code boxes you can execute confidential communication and notice board communication. Use the numeric keypad to enter the sub-address. If required, use the numeric keypad to enter the password of the remote machine. Note: up to 20 F code boxes can be registered, Up to 30 documents can be stored in one box. Note: Polling and FPolling must be OFF.
		Memory Tx	OFF, **ON**	Select OFF to enable real time transmission, i.e. fax transmission synchronization with scanning.
		Dialling Options	**user defined**	Use the numeric keypad to enter the fax number. Allows you to add a prefix, pause, tone, etc., for example if you are dialling an “extension” number, add a pause between destination number and the extension number. Press the Register button to assign a fax number to the speed dial list.
		Auto Rx	OFF, **ON**	Your MFP is set to receive faxes automatically, if you wish to change this to manual receive select OFF.
		Logout		If access control is enabled, logout once you are finished to avoid any unauthorized access.



NO.	FEATURE	OPTION		DESCRIPTION
2	Speed dial	001 - 500		Enter the required speed dial number using the numeric keypad or the on-screen arrows. Input range 001-500. Refer to “Assigning Fax Numbers to the Address Book” on page 67 for details on how to assign a fax destination to a speed dial number.
3	Doc. Type	**Normal**, Fine, Ext-Fine, Photo, Background		Allows you to specify the type of images on the document.
4	Density	Lightest, Lighter, **Normal**, Darker, Darkest		Adjust density Dark: Keep color intensity and darker image. Light: Reduce color intensity and gives lighter image.
5	Redial			Displays list of previously dialed numbers. Select required number from the list then press the Start button to manually redial.



NO.	FEATURE	OPTION		DESCRIPTION
6	OffHook	**OffHook**, OnHook		Press to toggle to OnHook and use a telephone handset (if connected).
		Others	Doc Type.	Selection options as above.
			Density	
			TTI	
			TTI Select	
			MCF Report	
			PreFix	Add dialling prefix to speed dial number.
		Speed Dial	001 - 500	Enter the required speed dial number using the numeric keypad or the on-screen arrows.
		Volume	OFF, Low, **Middle**, High	Alter the volume setting.
		Tone		Change dialing method for the region.

Manual Feed

If you wish to send multiple sets of documents from the ADF or flatbed, enable the “continuous scan” feature. Refer to “Continuous Scan Mode” on page 111 for full details.

Broadcasting

This function allows you to send a fax to multiple recipients at the same time. By combining abbreviation dials, groups and entering addresses using the numeric keypad, you can specify up to 530 destinations at one time.

NOTE
Up to 30 addresses can be entered using the numeric keys.

NOTE
When real time transmission (Memory Tx set to OFF) or polling is executed during broadcasting data, they are executed preferentially. In the case of polling, it is executed preferentially when there is only one address specified.

F Code Communication

F Code transmission is a function to communicate, using sub addresses or passwords in accordance with the ITU-T standard. By creating F code boxes/sub addresses/passwords, you can execute secure communication, bulletin box communication and polling communication.

NOTE

- *Up to 20 F code boxes can be registered.*
- *Up to 30 documents can be stored in one box.*

Sub Address, Password and ID Code

- A sub address is a number to distinguish various F code boxes that are set in the memory.
- A password is a key to prevent wrongful sending and receiving.
- An ID code is a key to access a secure box.

By using a sub address and password, the following functions can be used:

- F Code Secure Communication

  When an F code secure box is set in the recipient machine, by specifying the sub address and password (if necessary) of its box, secure communication can be executed.

  On the receiving side of the secure communication, unless the specified ID code is entered, a received document cannot be printed, therefore, this function is useful when sending a document that needs a security protection. Refer to

  - “Transmission using a Sub Address (F Code Transmission)” on page 89.
  - “Printing Stored Documents” on page 91.

- F Code Bulletin Box Communication

  When the F code bulletin box is set in the recipient machine, by specifying the sub address of its notice board, a document can be sent to the bulletin box or a document stored in the bulletin box can be taken out (polling). (A password can be specified, if necessary.) Refer to:

  - “Transmission using a Sub Address (F Code Transmission)” on page 89.
  - “Receiving using a Sub Address (F-Code Polling)” on page 90.
  - “Storing Documents to the Notice Board” on page 90.

Registering an F-Code Box

To use F-code communication, register an F code box. Register a sub address and password in each F-code box.

NOTE

Make sure to register a sub address. Register a password, if necessary.

When a secret number is set, only the specific person can operate the F code box.

---

1. Press the **SETUP** button on the control panel.
2. Press **Admin Setup**.
3. Enter the administrator's password and press **Enter**.
4. Press **Fax Setup**.
5. Press **F-Code Box**.

6. Press **Register/Edit**.
7. Select the box number you want to register.
8. Select a type of F code box:
   - Secure Box - refer to “Registering an F-Code Secure Box” on page 86.
   - Bulletin Box - refer to “Registering an F-Code Bulletin box” on page 87.

Registering an F-Code Secure Box

1. Press **Secure Box**.
   (a) Enter a sub address using the numeric keypad.
   (b) Press **Enter**.

NOTE
*A sub address can be registered using up to 20 digits. Numbers, # and * can be registered.*

*If you make a mistake when entering the digits, press the **Clear** button to delete and then enter the correct digit.*

---

2. Register an ID Code number (4 digits) using the numeric keypad.

NOTE
The ID code is not displayed, write it down and keep it safe!

---

3. Press **Enter**.
4. Enter a box name:
   (a) Press **Box name**.
   (b) Enter a box name using the QWERTY keyboard.
   (c) Press **Enter**.

NOTE
In using one-byte characters, up to 16 characters can be registered. In using double-byte characters, up to 8 characters can be registered.

---

5. If required, enter a password:
   (a) Press **Password**.
   (b) Using the numeric keypad enter a password.
   (c) Press **Enter**.

NOTE
- *Up to 20 digits of numbers, * and # can be used for a password.*
- *Registering a password is optional.*
- *The same password can be registered in other boxes.*

---

6. If required, specify a retention period:
   (a) Press **Hold Time**.
   (b) Using the on-screen arrows or numeric keypad enter the number of days.

(c) Press **Enter**.

NOTE
Retain period input range is between 0 and 31 days). When 0 is set, documents are retained for an indefinite period.

Registering an F-Code Bulletin box

1. Press **Bulletin Box**.

(a) Enter a sub address using the numeric keypad.

(b) Press **Enter**.

NOTE
*A sub address can be registered using up to 20 digits. Numbers, # and * can be registered.*

If you make a mistake when entering the digits, press the ***Clear*** *button to delete and then enter the correct digit.*

---

2. Enter a box name:

(a) Press **Box name**.

(b) Enter a box name using the QWERTY keyboard.

(c) Press **Enter**.

NOTE
If using one-byte characters, up to 16 characters can be registered. If using double-byte characters, up to 8 characters can be registered.

---

3. If required, enter a password:

(a) Press **Password**.

(b) Using the numeric keypad enter a password.

(c) Press **Enter**.

NOTE

- *Up to 20 digits of numbers, * and # can be used for a password.*
- *Registering a password is optional.*
- *The same password can be registered in other boxes.*

---

4. If required, enable receive protect:

(a) Press **Rx Protect**.

(b) Press **ON**.

(c) Press **Enter**.

NOTE
When Rx Protect is set to ON, only polling transmission is available.

When Rx Protect is set to ON, Auto Print and OverWrite features are disabled.

---

5. If required, enable concurrent print:

(a) Press **Auto Print**.

(b) Press **ON**.

(c) Press **Enter**.

NOTE
When Auto Print is set to ON, a document received in the notice board is printed.

---

6. If required, enable overwrite permission:

   (a) Press **OverWrite**.

   (b) Press **ON**.

   (c) Press **Enter**.

NOTE
When OverWrite is set to ON, the previous-stored document is overwritten by the received document.

---

7. If required, enable deletion of document after sending:

   (a) Press **Erase Tx Doc**.

   (b) Press **ON**.

   (c) Press **Enter**.

NOTE
When Erase Tx doc is set to ON, the document is deleted after a polling transmission.

---

8. If required, register an ID Code:

   (a) Press **I.D.Code**.

   (b) Enter an ID Code number (4 digits) using the numeric keypad.

NOTE
The ID code is not displayed, write it down and keep it safe!

   (c) Press **Enter**.

Deleting an F-Code Box

NOTE
You cannot delete an F-code box in which documents are stored, it must be empty.

---

1. Press the **SETUP** button on the control panel.
2. Press **Admin Setup**.
3. Enter an administrator's password and press **Enter**.
4. Press **Fax Setup**.
5. Press **F-Code Box**.
6. Press **Delete**.
7. Select the F-code box you want to delete.
8. If an ID Code is required, enter the number (4 digits) using the numeric keypad.
9. Press **Yes** to confirm deletion or **No** to cancel.

Transmission using a Sub Address (F Code Transmission)

By entering a sub address and password, F-code secure transmission, F-code bulletin transmission and F-code polling transmission can be performed.

NOTE
Before operating, ensure you have the necessary sub address and password to hand.

---

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Fax** button on the control panel to prompt the **Fax Ready** screen.
3. Press **Others**.
4. Press **F-Code Tx**.
5. Using the numeric keypad, enter the sub address that is registered in the recipient machine.
6. Press **Enter**.
7. Using the numeric keypad, type in the password and press **Enter**.

NOTE
If there is no password specified, leave blank and press ***Enter****.*

---

8. Press **Close** to return to the standby screen.
9. Enter the fax number of the recipient machine and press the **Mono Start** button.

NOTE
The numeric keypad, speed dial, address list and group can be used for entering numbers.

Receiving using a Sub Address (F-Code Polling)

By entering a sub address and password, a document stored in the bulletin box of a recipient machine can be taken out (polling).

NOTE
Before operating, ensure you have the necessary sub address and password to hand.

---

1. Press the **Fax** button on the control panel to prompt the **Fax Ready** screen.
2. Press **Others**.
3. Press **FPolling**.
4. Using the numeric keypad, enter the sub address of the notice board.
5. Press **Enter**.
6. Using the numeric keypad, type in the password and press **Enter**.

NOTE
*If there is no password specified, leave blank and press **Enter**.*

---

7. Press **Close** to return to the standby screen.
8. Enter the fax number of the recipient machine and press the **Mono Start** button.

NOTE
The numeric keypad, speed dial, address list and group can be used for entering numbers.

Storing Documents to the Notice Board

NOTE
Up to 30 documents can be stored in one box.

Before operating, ensure you have registered the bulletin box in the F-Code box.

---

1. Place your document(s) with text face UP in the ADF or face DOWN on the scanner glass.
2. Press the **SETUP** button on the control panel.
3. Press **Store Doc Setting**.
4. Press **Store**.
5. Press **Bulletin Box Doc.**.
6. Select the F-code box in which to store the document.
7. If an ID code is set, enter the number (4 digits) using the numeric keypad.
8. Select a method of storing documents:
   - Over Write: replace a document in the box.
   - Add: add a new document to the box.
9. Press **Yes** to continue or **No** to cancel.

NOTE
If 30 documents have been already stored, the message “Cannot store fax job.” is displayed.

Printing Stored Documents

Print secure received documents, documents received in the bulletin box and documents stored in the bulletin box.

NOTE
When a document is received into an F code box, the F code receiving notice is printed.

Check the F-code box number and print the stored document.

---

1. Press the **SETUP** button on the control panel.
2. Press **Store Doc Setting**.
3. Press **Print**.
4. Press **F-Code Doc.**.
5. Select the F-code box storing the document you want to print.
6. If an ID code is set, enter the number (4 digits) using the numeric keypad.
7. Select the file number of the document you want to print.

NOTE
*When **All stored documents** is selected, all documents stored in the F code box are printed.*

In the case of secure receiving, skip this step.

---

8. Press **Yes** to continue or **No** to cancel.

   The document that is stored or received is printed.

NOTE
Secure received documents are automatically deleted after printing.

Documents that are received or stored in the bulletin box are not deleted after printing.

Deleting Stored Documents

1. Press the **SETUP** button on the control panel.
2. Press **Store Doc Setting**.
3. Press **Delete**.
4. Press **Bulletin Box Doc**.
5. Select the F-code box storing the document you want to delete.
6. If an ID code is set, enter the number (4 digits) using the numeric keypad.
7. Select the file number of the document you want to delete.

NOTE
*When **All stored documents** is selected, all documents stored in the F code box are deleted.*

---

8. Press **Yes** to continue or **No** to cancel.

Fax Job View/Cancel

If you no longer require a stored fax job, you can cancel and remove it from your MFP's memory.

1. Press the **FAX JOB VIEW/CANCEL** button on the control panel to prompt the **Review commands** screen.
2. Press the **View reserved T** button to display the list of fax jobs.
3. Select the fax job you wish to delete.
4. At the prompt, press **Yes** to confirm the deletion or press **No** to cancel the operation and return to the list of fax jobs.

Fax Job Reports and Listings

Refer to "Reports and Listings" on page 114.

Fax Receiving

Your MFP is set to receive faxes automatically, if you wish to change this to manual receive refer to "Auto Rx" on page 82 for details.

Your MFP is set to fax ready reception mode, if you wish to change this refer to "Reception Mode" on page 70.

NOTE

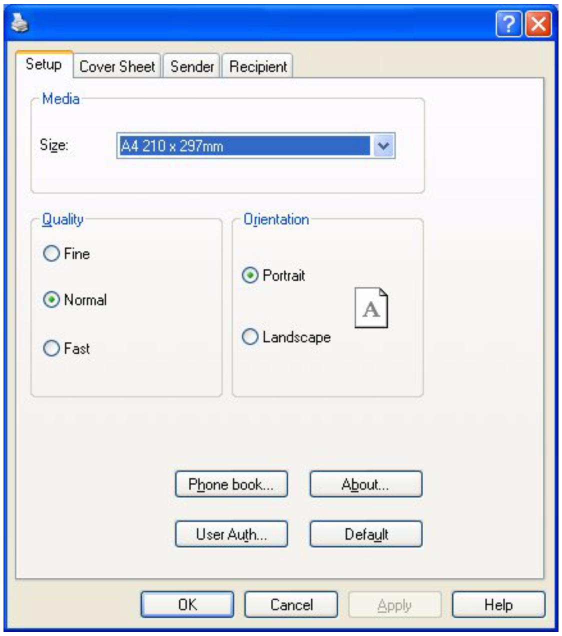
- *If the MFP is actively sending or receiving a fax, then any incoming faxes will be rejected.*
- *Fax printing will only occur when the selected tray (or one of the trays when Tray Selection is set to "Auto") is defined as containing PLAIN media type. Refer to "Paper Setup" on page 32.*

Sending a Fax from your PC

NOTE
You must have the fax driver installed on your PC. Download the latest fax driver from www.muratec.com.

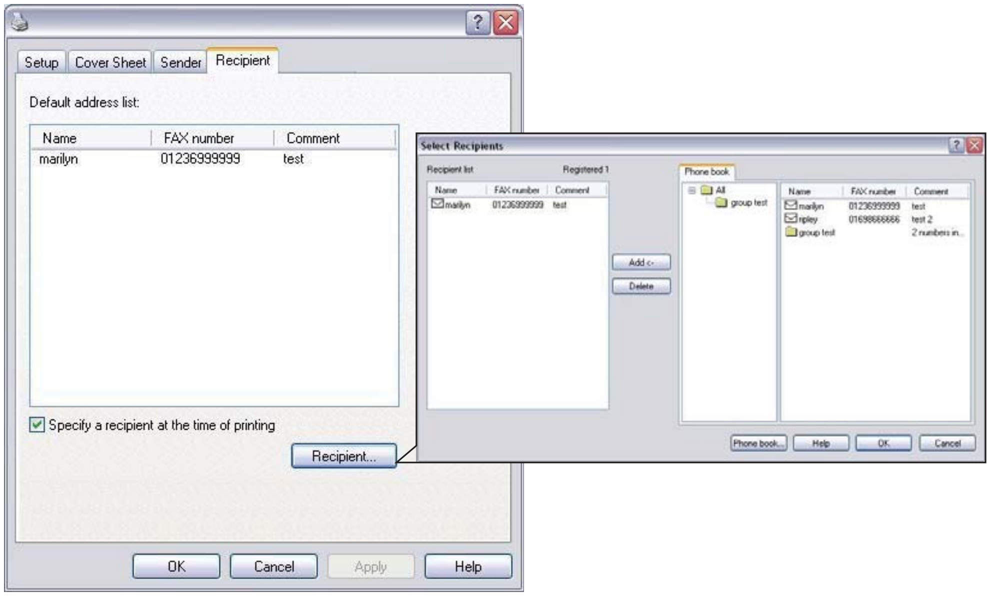
---

1. From your application's File menu, select **Print**.
2. In the Select Printer window, highlight the fax driver option.
3. Press the **Preferences** button to display the fax driver window.



4. On the Setup tab:
   (a) Select the appropriate media size from the drop-down menu.
   (b) Set the resolution quality to **Fine**, **Normal** or **Fast**.
   (c) Set the orientation to **Portrait** or **Landscape**.
5. On the Cover Sheet tab:
   (a) Set the cover sheet usage settings as appropriate.
   (b) Select a cover sheet format.
6. On the Sender tab:
   (a) Enter your name.
   (b) Enter your fax number.
   (c) Enter comments if required.
   (d) If required select the **Add an outside call number** checkbox and enter the Outside call number as appropriate.

7. On the Recipient tab:



(a) Click the **Recipient...** button.

(b) Select a fax number from the **Phone book** panel on the right hand side. Refer to "Adding Fax Numbers to the Phone Book" on page 94.

(c) Press the **Add** button to add this number to the recipient list.

(d) Repeat (b) and (c) as required to create the recipient list.

(e) If you need to remove a number from the recipient list, highlight the appropriate name and then press the **Delete** button.

(f) Once you have completed your list, press the **OK** button to close the Select Recipients window.

8. Press the **OK** button to close the fax driver window.

9. Press **OK** to start sending your fax.

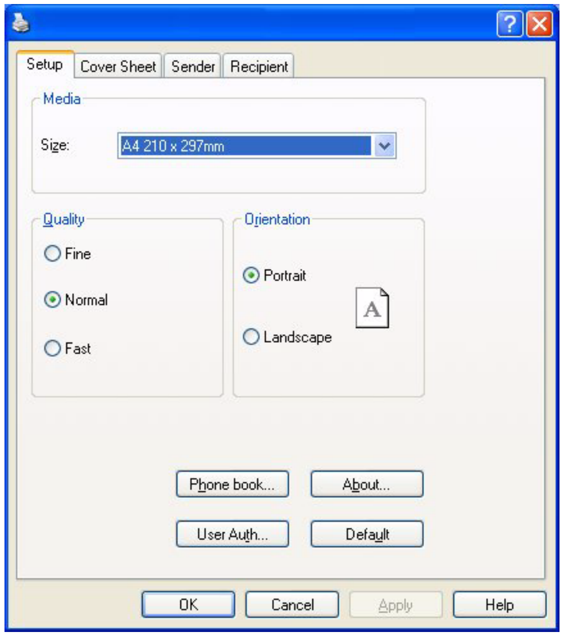
Adding Fax Numbers to the Phone Book

To add a fax destination number to the phone book:

1. From your application's File menu, select **Print**.

2. In the Select Printer window, highlight the fax driver option.

3. Press the **Preferences** button to display the fax driver window.



4. Click the **Phone book...** button.

   The phone book screen displays.
5. Select **FAX number -> New (FAX number)**.
6. Type in the fax number destination **Name**.
7. Type in the required **FAX number**.
8. If required, type in a **Comment**.
9. Press the **OK** button to save.

Adding New Groups to the Phone Book

To add a new group to the phone book:

1. From your application's File menu, select **Print**.
2. In the Select Printer window, highlight the fax driver option.
3. Press the **Preferences** button to display the fax driver window.
4. Click the **Phone book...** button.

   The phone book screen displays.
5. Select **FAX number -> New (Group)**.
6. Type in the **Group name**.
7. If required, type in a **Comment**.

8. Add recipients to the group list:

NOTE
Maximum 100 recipients in any one group.

(a) Select a fax number from the Phone book panel on the right hand side.

NOTE
You can add a new fax number directly by clicking the ***New (FAX number)...*** *button and adding an entry to the phone book panel.*

(b) Press the **Add->** button to add this number to the group list.

(c) Repeat steps (a) and (b) as required to create the group list.

(d) If you need to remove a number from the recipient list, highlight the appropriate name and then press the **<-Delete** button.

9. Once you have completed your list, press the **OK** button to close the New Group window.

Importing and Exporting Fax Numbers

By using the import and export functions, you can manage fax numbers in a phone book created on another computer.

1. In Windows:

   XP: select **Start > Control Panel > Printer and Other Hardware > Printers and Faxes**.

   Server 2003: select **Start > Printers and Faxes**.

   2000: select **Start > Settings > Printers**.

2. Right-click your machine icon and select **Printer Preferences**.
3. In the **Setup** tab, click the **Phone Book** button.
4. From the pull-down menu, click **Tool > Export**.
5. In the Export File screen, enter a name for the file and click the **Save** button. The phone book is saved.
6. Import the saved phone book file to the other computer:

   (a) In the fax driver installed on the computer that the phone book file was imported, start the phone book in the same way, and click **Tool > Import** in the menu.

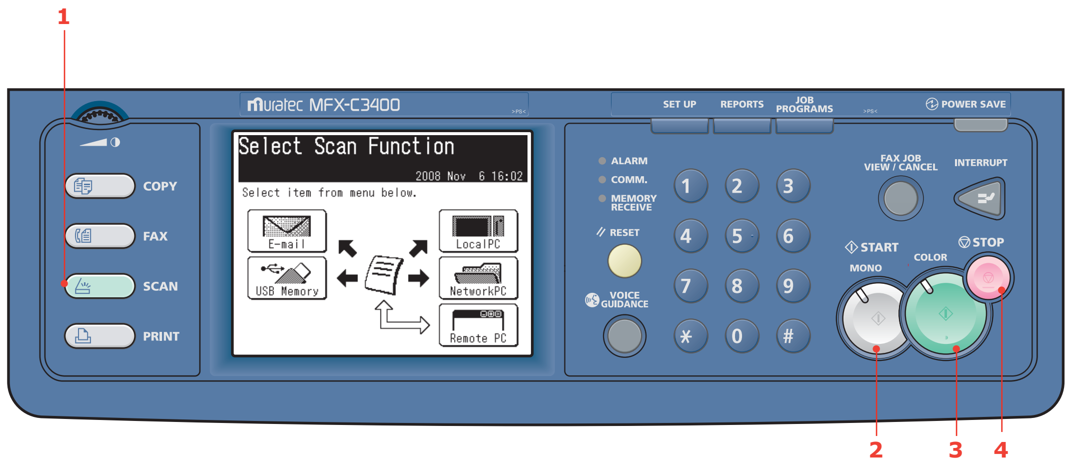
   (b) In the Import File screen, select a phone book file to import. When the **Open** button is clicked, data is imported to the phone book.

NOTE
Registration of groups cannot be exported. (Destinations included in the group are exported.)

If the same name is already included in the phone book of the fax driver to import, it is skipped.

Scanning

Basic Operation



1. Place your document(s) with text face UP in the ADF or face DOWN on the scanner glass.
2. Press the **Scan** button (1) on the control panel to prompt the **Scan Ready** screen.
3. Select the scan destination from the following options:
   - E-mail
   - USB Memory
   - Local PC
   - Network PC
   - Remote PC

NOTE
Local PC; select target application from the control panel on the MFP.

Remote PC; select target application from utility on your PC.

---

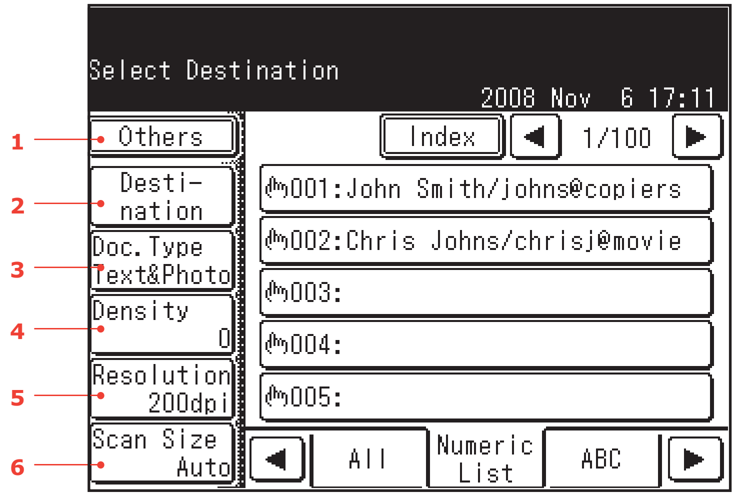
4. Set your scanning options as required. For further details refer to the following sections.
5. Press **Mono** (2) to scan your document(s) in black and white, or **Color** (3) to scan your document(s) in color.

NOTE
*If you wish to cancel the scan process, press **Stop** (4) to abort the operation.*

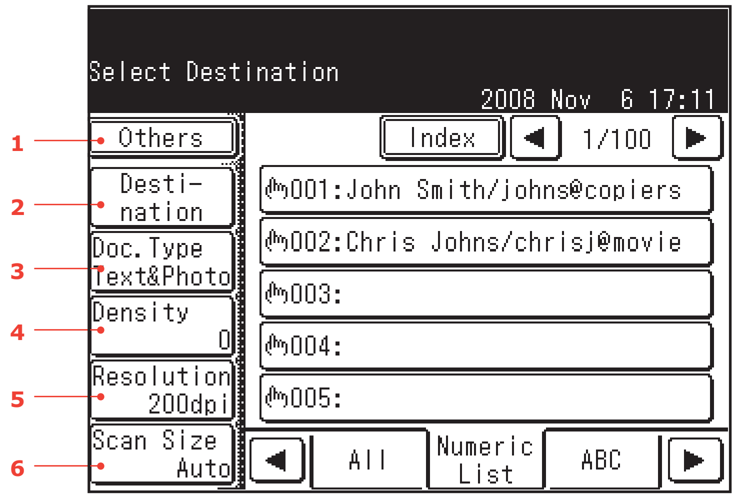
Scan to E-mail

NOTE
For illustration purposes only, the features shown are as accessed from the control panel.

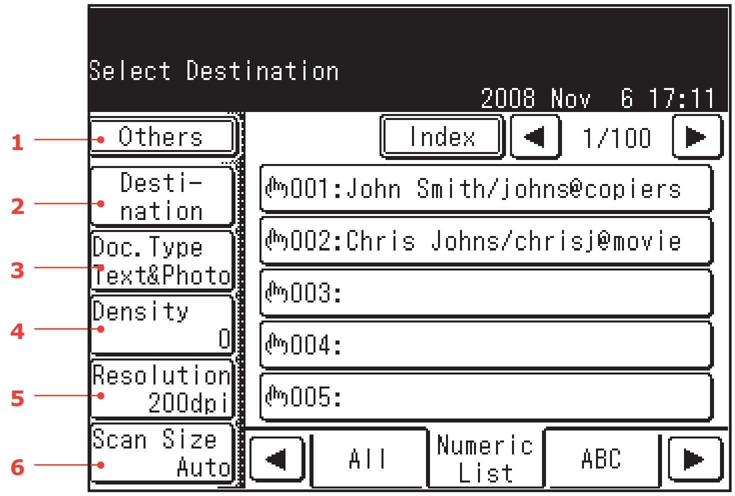
Using the options available on the touch screen, you can enter e-mail information and alter the scan output to suit your needs:



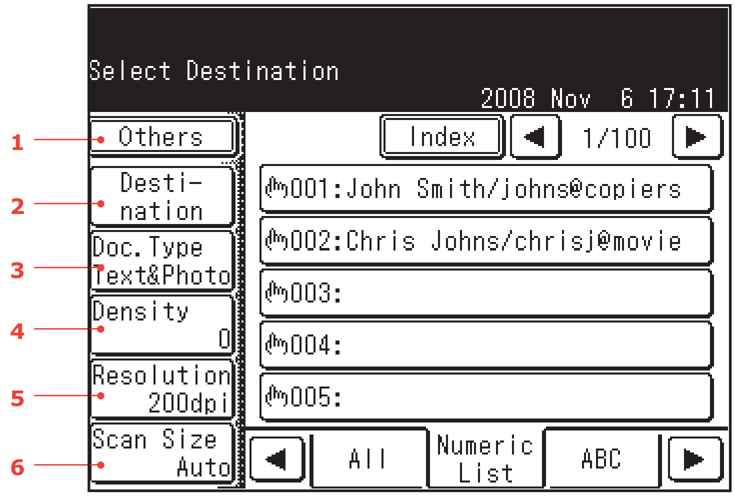
NO.	FEATURE	OPTION		DESCRIPTION
1	Others	Reply To	**User defined**	Use the QWERTY keyboard to enter an e-mail address or search the address book.
		E-mail Subject	Subject:Template Text:Template Select Subject Select Text	Enter new or edit the default e-mail subject and text templates. Use the QWERTY keyboard to edit the subject/text or touch the on-screen button to select the subject/text templates.
		File Name	**User defined**	Use the QWERTY keyboard to enter an appropriate file name.
		DuplexScan	**OFF**, Right&Left, Top	Select the bound originals binding position.
		Cont. Scan	**OFF**, ON	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals. Refer to “Continuous Scan Mode” on page 111 for details.
		Direction	Left Edge, **Top Edge**	Specify the orientation of the leading edge of the document in the ADF or on the document glass.
		Grayscale	**OFF**, ON	Select ON to print in grayscale or black-and-white.



NO.	FEATURE	OPTION		DESCRIPTION
1	Others (cont.)	FileFormat	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF	Select the appropriate file format.
		ComprsRt	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High (G4)**, Medium (G3), Raw	Select the appropriate compression level. Remember the higher the compression the bigger the file size!
		EdgeErase	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: 5 to 50mm
		EraseCentr	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: 1 to 50mm
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Adjust contrast setting. High: Enhance brightness Low: Reduce brightness
		Hue	[R] -3, -2, -1, **0**, +1, +2, +3 [G]	Adjust R/G balance settings. [G]: Enhance green [R]: Enhance red
		Saturation	[Low] -3, -2, -1, **0**, +1, +2, +3 [High]	Adjust saturation setting. High: Enhance image sharpness Low: Reduce hue
		RGB	[R] -3, -2, -1, **0**, +1, +2, +3 [G] -3, -2, -1, **0**, +1, +2, +3 [B] -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings.



NO.	FEATURE	OPTION		DESCRIPTION
1	Others (cont.)	Logout		If access control is enabled, logout once you are finished to avoid any unauthorized access.
2	Destination	Address book		Select e-mail address from the address book. Input range: 001-500
		Enter Address		Enter e-mail address using the QWERTY keyboard.
		E-mail History		Displays the list of sent e-mails.
		Group Tx		Select destination group from the list. Input range: 01-32
		LDAP	Simple Search Advanced Search	Press the Adv button on-screen to prompt the Advanced search: Search the LDAP address book by User Name and/or E-mail address.
3	Doc. Type	Doc. Type	Text, **Text&Photo**, Photo	Allows you to specify the type of images on the document.
		Removal for Background & Show-Through (sTHR)	**Auto**, OFF, 1(Low), 2, 3, 4, 5(High), sTHR	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed. Use Show-Through when scanning documents that are printed on both sides (for example newspaper). This function removes the reverse image and characters.
4	Density	-3, -2, -1, **0**, +1, +2, +3		Adjust density Darker: Enhance image sharpness and color. Lighter: Reduce hue and color.



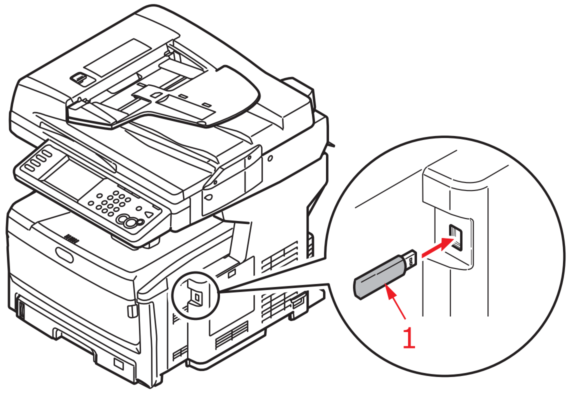
NO.	FEATURE	OPTION	DESCRIPTION
5	Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi	Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
6	Scan Size	**Auto**, Letter(LEF), Letter, Tabloid, Legal14, H.LTR, A3, B4, A4(LEF), A4, B5(LEF), B5, A5(LEF), A5	Allows you to select the scan size.

NOTE

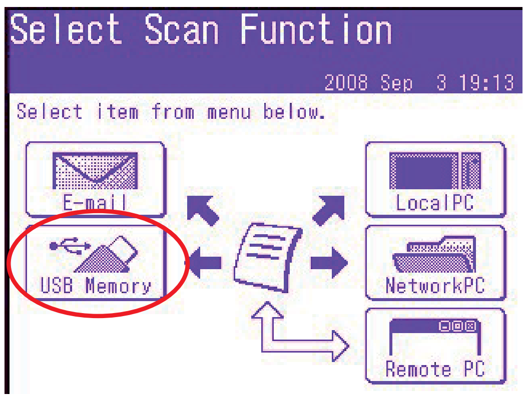
- *This machine allows you to send scanned document(s) to multiple e-mail addresses. Simply press the* ***Destination*** *button to add and enter another address.*
- *Up to 80 characters can be entered in the “**Destination**”, “**Reply to**” and the “**Subject: Template**” fields.*
- *If the administrator has set the SMTP or POP3 authentication, after sending your scanned document to e-mail addresses, and if no additional transmissions are required, select* ***Others > Logout*** *to log out of the system. This is to prevent misuse of the user's e-mail account for sending e-mails. If there is no other operation within 3 minutes, the system will log out automatically.*

Scan to USB Memory

1. Plug the USB memory (1) into the USB port at the front of the machine.



2. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
3. Press the **Scan** button on the control panel to prompt the **Scan Ready** screen.
4. From the **Scan Ready** screen, press the **USB Memory** option.



5. Using the options available on the touch screen, you can enter a file name and alter the scan features to suit your needs.
6. Press the **Mono** button to scan your document(s) in black and white, or the **Color** button to scan your document(s) in color.

NOTE
*If you wish to cancel the scan process, press the **Stop** button to abort the operation.*

Upon scan completion the machine will beep and a confirmation message displays.

7. Remove the USB memory from the machine.

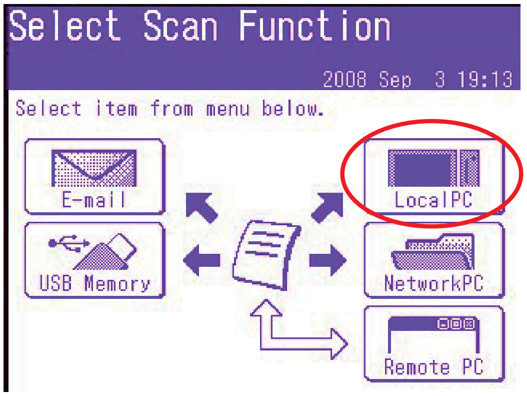
Scan to Local PC

NOTE
This feature is only available when you connect to your MFP via USB.

NOTE
Ensure that the Actkey Utility is installed and set up first.

NOTE
User action is performed at the MFP (Push Scan).

1. From the **Scan Ready** screen, press the **Local PC** option.



The Select screen displays showing four options:

- Application
- Folder
- E-mail
- PC-FAX

2. Select the option you require, followed by the **Color**/**Mono** button to start scanning.

(a) Application

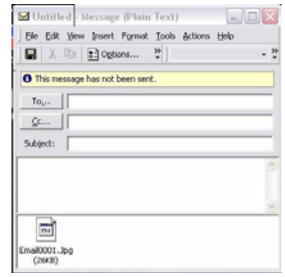
When the Application function is selected the PC's Actkey Utility executes PC Scan in accordance with your settings for "Scan to Application1". The scanned image data is opened in the application specified by the Actkey Utility for Application 1.

(b) Folder

When the Folder function is selected the Actkey Utility executes PC Scan in accordance with your settings for "Scan to Folder". The scanned image data is saved in the specified folder.

(c) **E-mail**

When the E-mail function is selected, the Actkey Utility executes PC Scan in accordance with your settings for "Scan to E-mail". The scanned image data is saved in the specified folder and is ready for the software to send as an attachment. Complete the data on screen and send.



(d) **Fax**

When the PC-Fax function is selected, the Actkey Utility executes PC Scan in accordance with your settings for "Scan to PC-Fax". The scanned image data is saved in the specified folder and is ready for the software to send as an attachment. Complete the data on screen and send.

Actkey Interface

Double click the Actkey Icon on your desktop. The Actkey console (below) displays.



The functions below, can now be controlled from the PC:

- Scan to Application1
- Scan to Application2
- Scan to Email
- Scan to Folder
- Scan to PC-Fax

As the cursor passes over an icon, the parameters set for that icon appear in a text box. A single click will select that option.

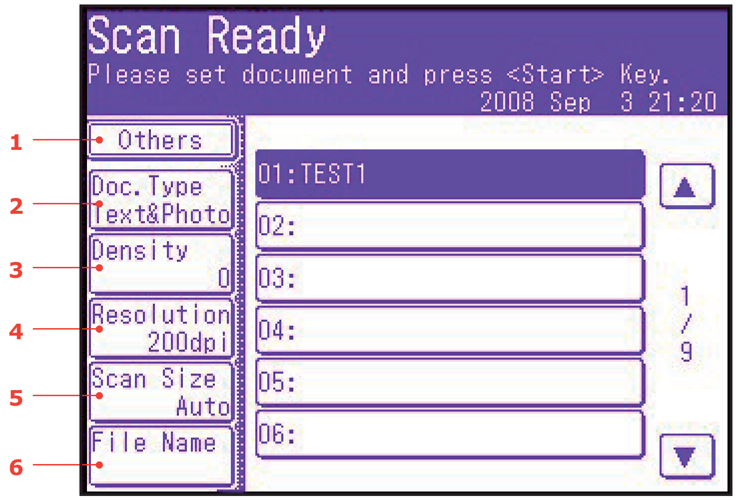
"Scan to Application2" works exactly the same as scan to Application1, simply allowing an alternative application to be selected.

Scan to Network PC

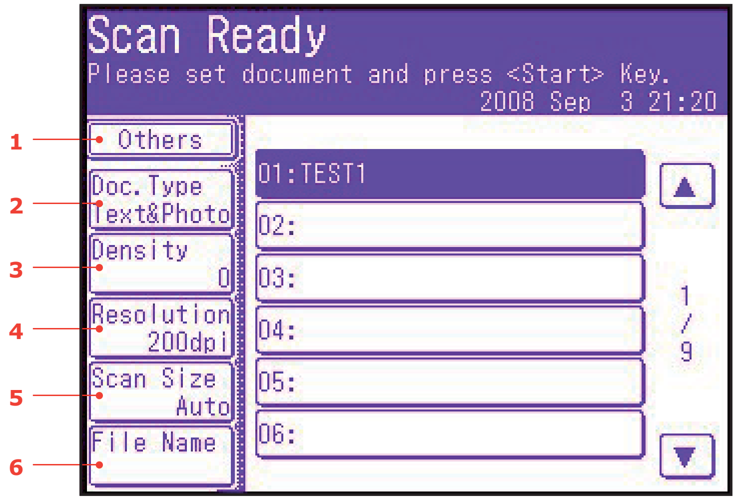
Before sending your document to a file server, profiles should be set up first to speed up the process. A profile contains a list of filing parameters such as your filing protocol, directory, file name and other scanning parameters.

NOTE
You can create up to 50 profiles. Refer to “Managing Profiles” on page 108.

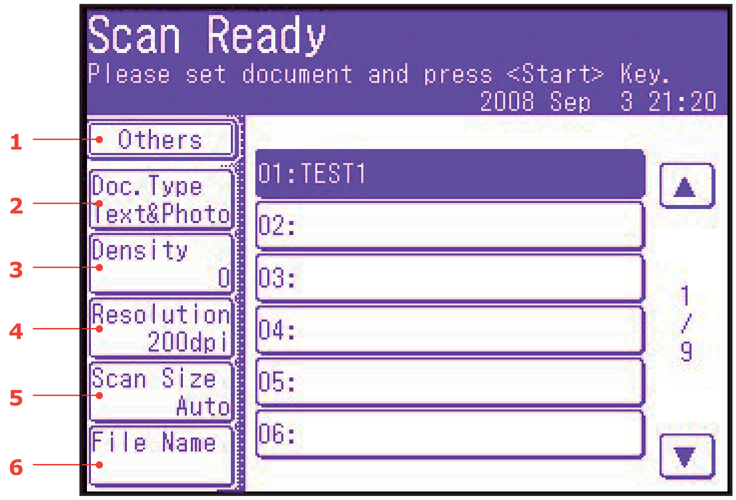
Using the options available on the touch screen, you can enter network information and alter the scan output to suit your needs:



NO.	FEATURE	OPTION		DESCRIPTION
1	Others	SubFolder	**User defined**	Enter the subdirectory where the scanned document will be stored.
		DuplexScan	**OFF**, Right&Left, Top	Select the bound originals binding position.
		Cont. Scan	**OFF**, ON	Allows you to continue scanning more documents. Allows you to construct a single scan job from multiple individual sheets or originals. Refer to “Continuous Scan Mode” on page 111 for details.
		Direction	Left Edge, **Top Edge**	Specify the orientation of the leading edge of the document in the ADF or on the document glass.
		Grayscale	**OFF**, ON	Select ON to print in grayscale or black-and-white.
		FileFormat	Color: **PDF**, TIFF, JPEG, XPS Mono (Grayscale): **PDF**, TIFF, JPEG, XPS Mono (Binary): **PDF**, TIFF	Select the appropriate file format.



NO.	FEATURE	OPTION		DESCRIPTION
1	Others (cont.)	ComprsRt	Color: High, Medium, **Low** Mono (Grayscale): High, Medium, **Low** Mono (Binary): **High (G4)**, Medium (G3), Raw	Select the appropriate compression level. Remember the higher the compression the bigger the file size!
		EdgeErase	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: 5 to 50mm
		EraseCentr	**OFF**, ON	Adjust the width settings using the arrow buttons. Input range: 1 to 50mm
		Contrast	-3, -2, -1, **0**, +1, +2, +3	Adjust contrast setting. High: Enhance brightness Low: Reduce brightness
		Hue	[R] -3, -2, -1, **0**, +1, +2, +3 [G]	Adjust R/G balance settings. [G]: Enhance green [R]: Enhance red
		Saturation	[Low] -3, -2, -1, **0**, +1, +2, +3 [High]	Adjust saturation setting. High: Enhance image sharpness Low: Reduce hue
		RGB	[R] -3, -2, -1, **0**, +1, +2, +3 [G] -3, -2, -1, **0**, +1, +2, +3 [B] -3, -2, -1, **0**, +1, +2, +3	Adjust RGB contrast settings.
		Logout		If access control is enabled, logout once you are finished to avoid any unauthorized access.



NO.	FEATURE	OPTION		DESCRIPTION
2	Doc. Type	Doc. Type	Text, **Text&Photo**, Photo	Allows you to specify the type of images on the document.
		Background Removal	**Auto**, OFF, 1(Low), 2, 3, 4, 5(High), sTHR	Allows you to block out the color background of the image (assuming document has a color background) - such that the background color is not printed. Use Show-Through when scanning documents that are printed on both sides (for example newspaper). This function removes the reverse image and characters.
3	Density	-3, -2, -1, **0**, +1, +2, +3		Adjust density Darker: Enhance image sharpness and color. Lighter: Reduce hue and color.
4	Resolution	75dpi, 100dpi, 150dpi, **200dpi**, 300dpi, 400dpi, 600dpi		Allows you to select the appropriate resolution. Remember the higher the resolution the bigger the file size!
5	Scan Size	**Auto**, Letter(LEF), Letter, Tabloid, Legal14, H.LTR, A3, B4, A4(LEF), A4, B5(LEF), B5, A5(LEF), A5		Allows you to select the scan size.
6	File Name	**User defined**		Use the on-screen keyboard to enter an appropriate file name.

Managing Profiles

Adding a new network profile

To add a network profile:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. On the touch screen, press **Profile**.

   From here you can register, edit, or delete profiles.
3. Press the **Register/Edit** button.
4. Select the desired profile number.
5. When registering a new profile, use the QWERTY keypad to enter the profile name.
6. Press **Enter** to assign the name and proceed to the profile screen.
7. Update the profile parameters as necessary; refer to “Profile” on page 34.
8. Press **Enter** to save the profile entry or press **Cancel** to exit without saving.

Deleting a Network Profile

To delete a network profile:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. On the touch screen, press **Profile**.

   From here you can register, edit, or delete profiles.
3. Press the **Delete** button.
4. Select the desired profile number.
5. At the prompt press **Yes** to continue deleting the profile entry, or **No** to cancel.

Scan to Remote PC

NOTE
This feature is only available when you connect to your MFP via USB.

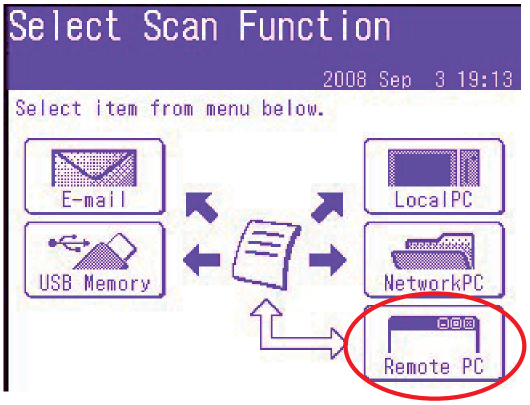
NOTE
After Remote PC is selected, user action is performed at your PC (Pull Scan).

NOTE

- *The instructions below use PaperPort® 11 SE, as an example. If you use an alternative application, the instructions and user interface will differ.*
- *Only the basic instructions are included here; for full instructions on how to use PaperPort 11 SE, refer to the documentation that accompanies the utility.*

---

1. At the MFP: From the **Scan Ready** screen, press the **Remote PC** option.



2. Place the document face DOWN on the document glass or face UP in the ADF.
3. At your PC: Start your scanning application.
4. Select the **File** menu and choose **Scan or Get Photo**.

   A dialogue box with a list of scanning sources displays.
5. Select **TWAIN: Muratec MFX-C3400 Twain**.

   You need to select the source only once, unless you want to choose another scanner.
6. Select a profile. Choose from:

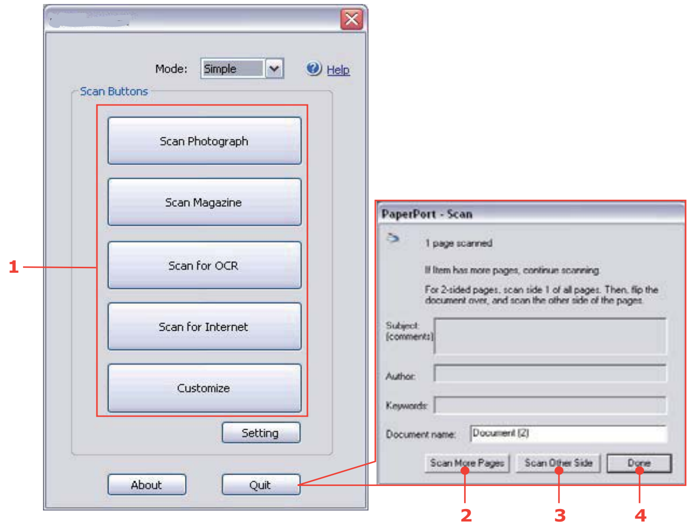
   (a) B&W Document.

   (b) Grayscale Document.

   (c) Color Document.

   (d) Color Photograph.

7. Press the **Scan** button to display the scanning options.



8. Press the required scan button (1) to start scanning.

9. Press **Quit** to continue:

(a) Press **Scan More Pages** (2) to continue scanning additional documents.

(b) Press **Scan Other Side** (3) to scan the reverse side of the original document.

(c) Press **Done** (4) to finish scanning.

Functions Common to Copy, Fax and Scan Operations

Continuous Scan Mode

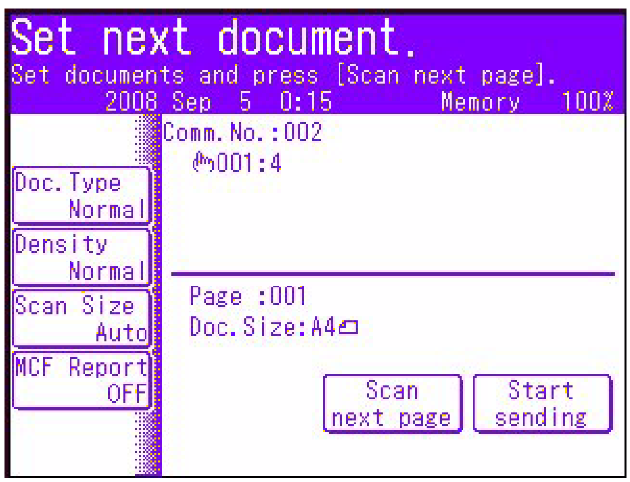
If you need to scan, copy or fax multiple sets of documents from the ADF or document glass, enable the “Cont. Scan” option.

> *NOTE*
> *The example below uses the fax feature, however, the scan and copy features follow the same process.*

To set the fax to continuous scan:

1. Place your document(s) with text face UP in the ADF or face DOWN on the glass.
2. Press the **Fax** button on the control panel to prompt the Fax Ready screen.
3. Press the **Others** button.
4. Press the **Cont. Scan** button.
5. Select **ON** and press **Enter**.
6. Press **Close** to exit the menu and return to the Fax Ready screen.
7. Using the touch screen, set your send properties as required.
8. Press **Mono** to start scanning the first document.

   Once the current scanning operation is complete, the screen will display “Set next document”. If you have further documents to scan press the **Scan next page** button to continue scanning or press the **Start sending** button to start sending the fax.



Job Programs

If you have a routine copy, fax or scan job that you perform on a regular basis, you can program the steps into your MFP and create a "short cut" allowing you to perform the steps at the touch of a button. You can create six short cuts using the Job Program function.

NOTE
Change to the existing speed dial number or add a new speed dial number will not carry over to preivously configured Job Programs. The Job Program will have to be reprogrammed to reflect the changes/editions to the speed dial directory.

Creating a Job Program

To register a short cut:

1. Press the **Job Program** button on the control panel to prompt the **Job Programs** screen.
2. Select a job number you wish to associate to your program.
3. Select **Yes** to continue, or **No** to exit without saving.
4. Key in the steps you wish to program; for example if you wish to program a copy job that is double-sided, A4(SEF) scan size and the output is 20 copies:
   (a) Press the **Copy** button on the control panel.
   (b) Press the **Others** button on-screen.
   (c) Press the **DuplexCopy** button on-screen.
   (d) Press the **1->2 sides** button on-screen.
   (e) Press the **Enter** button on-screen.
   (f) Press the **Scan Size** button on-screen.
   (g) Press the **A4(SEF)** button on-screen.
   (h) Press the **Enter** button on-screen.
   (i) Press the **Close** button on-screen.
   (j) Using the numerical keypad, type in ***20***.

NOTE
Maximum of 60 steps per program; selecting or pressing a button counts as one step.

It is a good idea to write down the steps to be performed beforehand as every keystroke/button press is programmed.

---

5. Press the **Job Programs** button on the control panel.
6. Using the QWERTY keypad type in an appropriate title for the program.
7. Press the **Enter** button on-screen to complete the registration.

NOTE
You cannot edit the steps within a program, if you wish to change them then you must reprogram the job number.

Using a Job Program:

To use a pre-programmed short cut:

1. Press the **Job Program** button on the control panel to prompt the **Job Programs** screen.
2. Select the job number you wish to use.
3. At the prompt, select **Yes** to execute the program or **No** to exit.

Deleting a Job Program:

To delete a Job Program function:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. Press the **Job Programs Setting** button.
3. Press the **Delete** button.
4. Select the job number you wish to delete.
5. At the prompt, select **Yes** to confirm deletion or **No** to exit.

Changing the Key Speed:

To help you monitor the operation of each step, you can alter the speed at which each step is performed. To alter the key speed:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. Press the **Job Programs Setting** button.
3. Press the **Key Speed** button.
4. Select the required key speed and press **Enter**.
5. Press the **Close** button (twice) to exit the menu.

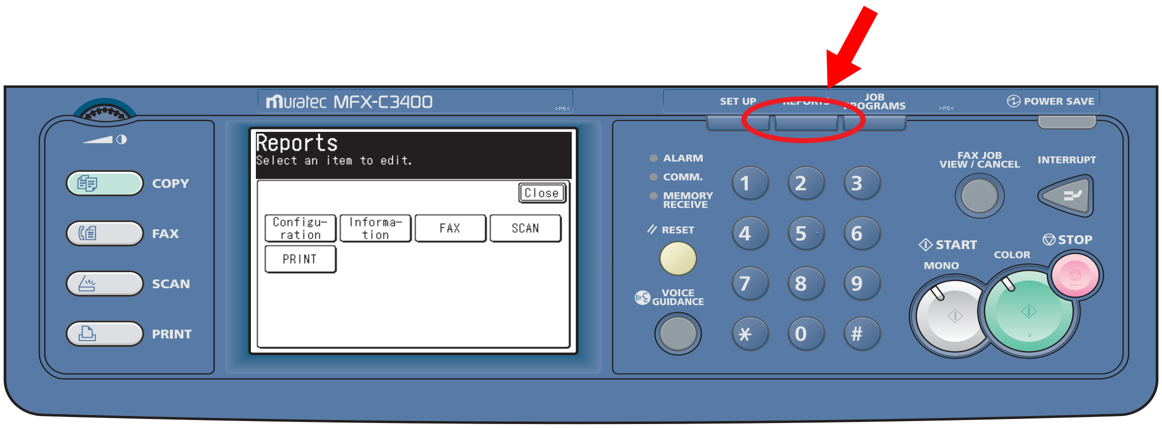
Editing the Job Program Title:

To edit a Job Program title:

1. Press the **Setup** button on the control panel to prompt the **Setup** screen.
2. Press the **Job Programs Setting** button.
3. Press the **Edit Title** button.
4. Select the job number you wish to edit.
5. Use the QWERTY keyboard to enter/edit the job title.
6. At the prompt, select **Yes** to confirm deletion or **No** to exit.

Reports and Listings

Press the **Reports** button on the control panel to display the list of reporting options available:



Configuration

1. Press the **Configuration** button.
2. At the prompt, press **Yes** to print the report or press **No** to cancel the operation and return to the Reports screen.

Information

1. Press the **Information** button to display the information report and listing options.
2. Select required report or list:
   - File List
   - Demo Page
   - Error Log
   - Scan to Log
   - MFP Usage Report
   - Network Info.
3. MFP Usage Report only: use the on-screen arrows or the keypad to specify the number of copies required.
4. At the prompt, press **Yes** to print the report/list or press **No** to cancel the operation and return to the list of information reports.

Fax

1. Press the **FAX** button to display the fax report and listing options.
2. Select required report or list:
   - Speed Dial List
   - Group List

- Journal Report:
    - (i) Fax Transmit
    - (ii) Fax Receive
    - (iii) Fax Tx/Rx
    - (iv) Journal Daily Report
- F-code Box List
- Block Junk Fax
- Store Doc List

3. At the prompt, press **Yes** to print the report/list or press **No** to cancel the operation and return to the list of fax reports.

Scan

1. Press the **SCAN** button.
2. Press the **E-mail Address** button.
3. At the prompt, press **Yes** to print the list of e-mail addresses or press **No** to cancel the operation.

Print

1. Press the **PRINT** button to display the print report and listing options.
2. Select required report or list:
    - PCL Font List
    - PSE Font List
    - PPR Font List
    - FX Font List
    - Color Pattern
    - Color Profile
3. At the prompt, press **Yes** to print the report/list or press **No** to cancel the operation and return to the list of print reports.

Maintenance

Consumable Life Expectancy

NOTE
When the on-screen display indicates that the toner is low, or if print appears faded, first open the top cover and try tapping the cartridge a few times to evenly distribute the toner powder. This will enable you to obtain the best "yield" from your toner cartridge.

As a guide, the life expectancy of these items is:

- **Toner**

  Starter cartridge:

  The machine is shipped with sufficient cyan, magenta, yellow & black toner for 2,300 images (based on ISO/IEC 19798).

  Replacement cartridge:

  Maximum yield for replacement cartridges:

  - Cyan, Magenta, and Yellow: Approximately 10,000 images
  - Black: Approximately 9,500 images.
- **Image drum:** As the lifetime of the cartridge is proportional to the number of drum rotations, simplex printing on LetterLEF paper with area coverage rate at 5% yields:
  - 20,000 pages (approx.) for 3 pages per job
  - 16,000 pages (approx.) for 2 page per job
  - 11,000 pages (approx.) for 1 page per job
- **Transfer belt:** Approximately 80,000 Letter pages.
- **Fuser:** Approximately 100,000 Letter pages.

Consumable Order Details

ITEM
Toner, black
Toner, cyan
Toner, magenta
Toner, yellow
Image drum, black
Image drum, cyan
Image drum, magenta
Image drum, yellow

Only use genuine original consumables to ensure the best quality and performance from your hardware. Non original products may adversely affect your MFP's performance.

Replacing Consumable Items

Toner Cartridge Replacement

CAUTION!

To avoid toner wastage and possible toner sensor errors, do not change the toner cartridge(s) until "TONER EMPTY" is displayed.

The toner used in this machine is a very fine dry powder. It is contained in four cartridges: one each for cyan, magenta, yellow and black.

Have a sheet of paper handy so that you have somewhere to place the used cartridge while you install the new one.

Dispose of the old cartridge responsibly, inside the pack that the new one came in. *Follow any regulations, recommendations, etc., which may be in force concerning waste recycling*.

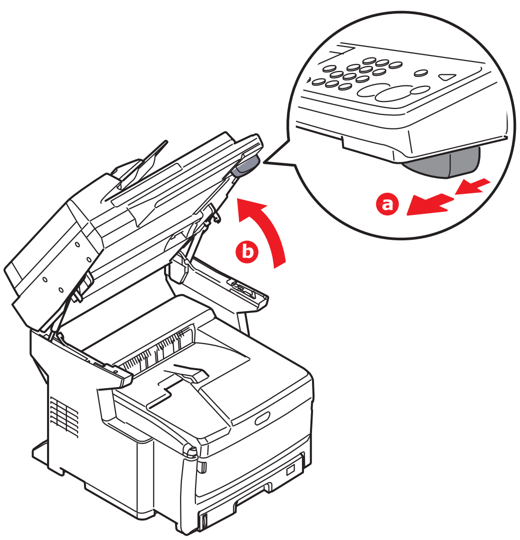
If you do spill any toner powder, lightly brush it off. If this is not enough, use a cool, damp cloth to remove any residue.

Do not use hot water, and never use solvents of any kind. They will make stains permanent.

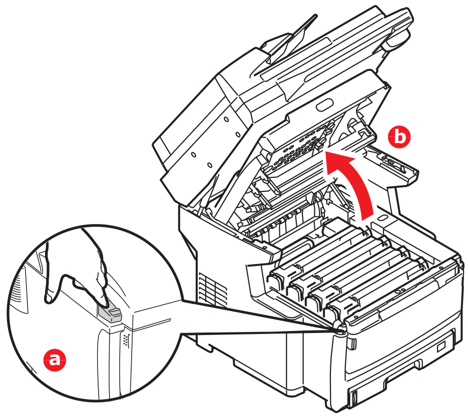
WARNING!

If you inhale any toner or get it in your eyes, drink a little water or bathe your eyes liberally in cold water. Seek medical attention immediately.

1. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).



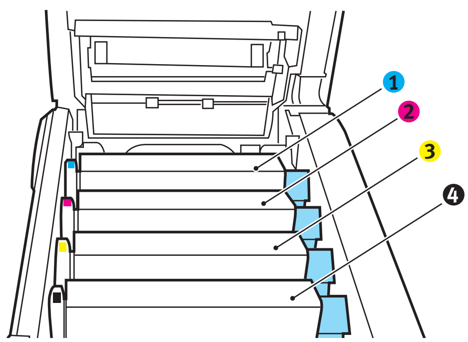
2. Press the cover release (a) and open the top cover (b) fully.



WARNING!

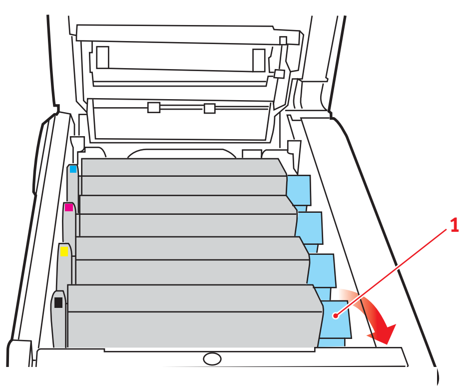
If the MFP has been in use, the fuser may be hot. This area is clearly labelled. Do not touch.

3. Note the positions of the four cartridges. It is essential that they go back in the same order.

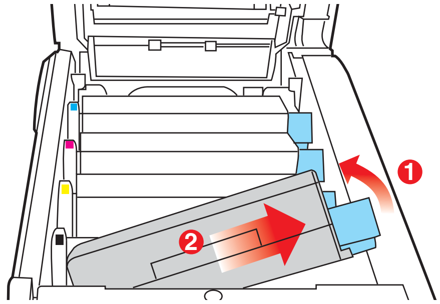


1. Cyan cartridge
2. Magenta cartridge
3. Yellow cartridge
4. Black cartridge

5. Pull the colored toner release lever (1) on the cartridge to be replaced fully towards the front of the MFP.



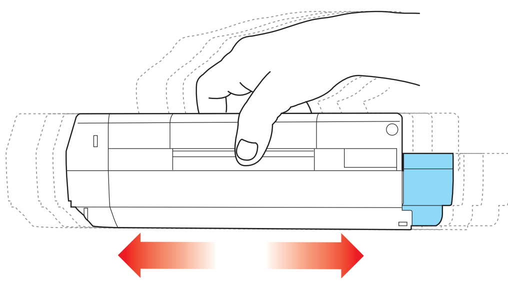
6. Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown, and withdraw the toner cartridge out of the MFP.



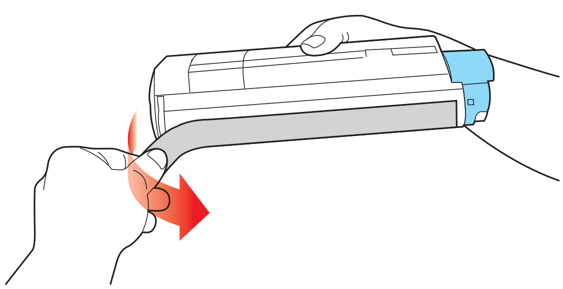
7. Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture.

> **CAUTION!**
>
> **The green image drum surface is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the toner cartridges need to be out of the MFP for longer than this, please lower the top cover. Never expose the drum to direct sunlight or very bright room lighting.**

8. Remove the new cartridge from its box but leave its wrapping material in place for the moment.
9. Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.

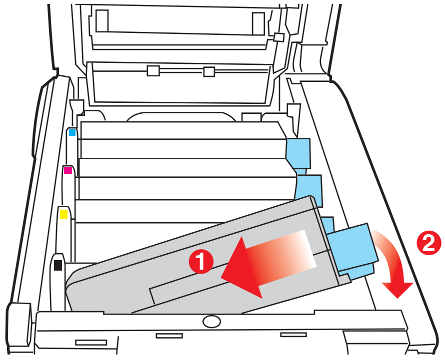


10. Remove the wrapping material and peel off the adhesive tape from the underside of the cartridge.

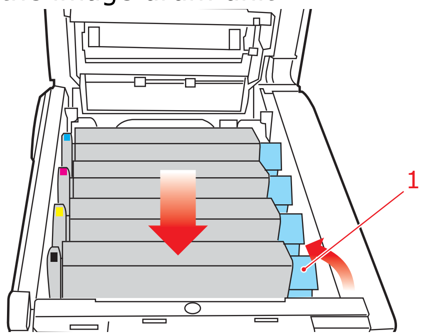


11. Holding the cartridge by its top center with the colored lever to the right, lower it into the printer over the image drum unit from which the old cartridge was removed.

12. Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge down onto the image drum unit.



13. Pressing gently down on the cartridge to ensure that it is firmly seated, push the colored lever (1) towards the rear of the MFP. This will lock the cartridge into place and release toner into the image drum unit.



14. Close the top cover and press down firmly so that the cover latches closed.

15. Gently lower the scanner.

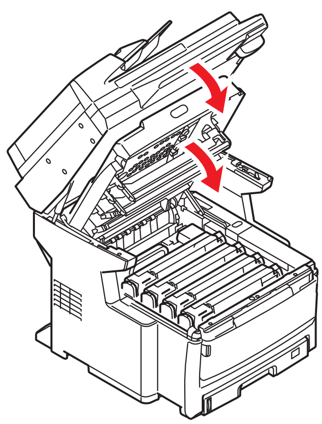
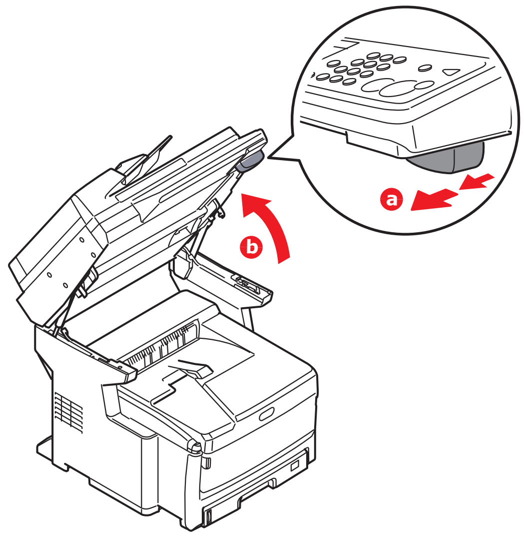


Image Drum Replacement

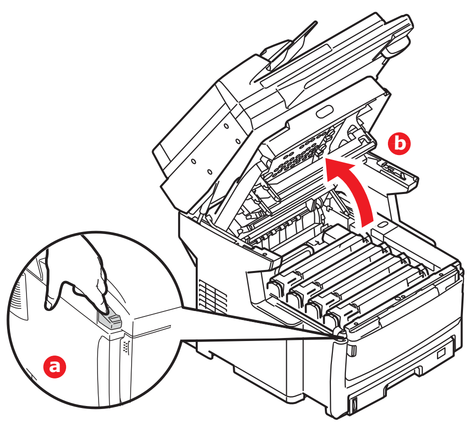
> **CAUTION!**
>
> 
>
> **Static sensitive devices, handle with care.**

The MFP contains four image drums: cyan, magenta, yellow and black.

1. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).

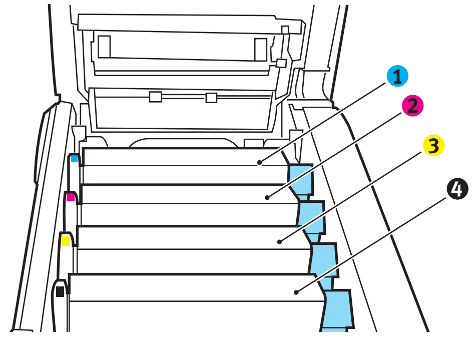


2. Press the cover release (a) and open the top cover (b) fully.



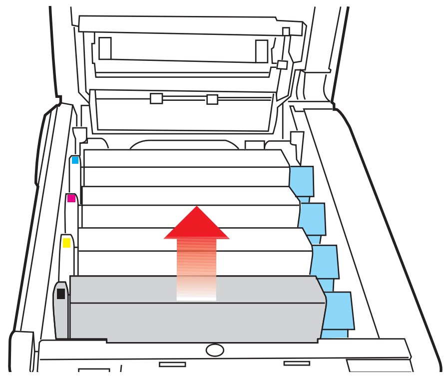
> **WARNING!**
>
> **If the MFP has been in use, the fuser will be hot. This area is clearly labelled. Do not touch.**

3. Note the positions of the four cartridges. It is essential that they go back in the same order.



1. Cyan cartridge
2. Magenta cartridge
3. Yellow cartridge
4. Black cartridge

5. Holding the top-center of the cartridge, lift the image drum, complete with its toner cartridge, up and out of the MFP.

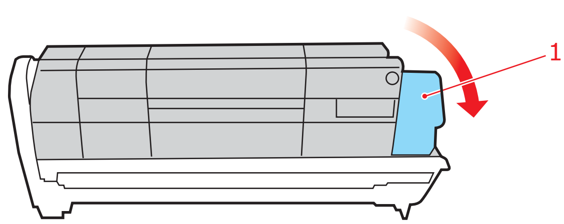


6. Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture and to avoid damaging the green drum surface.

CAUTION!

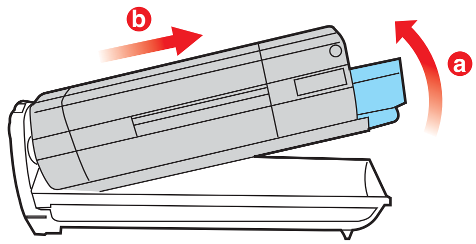
The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the MFP for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

7. With the colored toner release lever (1) to the right, pull the lever towards you. This will release the bond between the toner cartridge and the image drum cartridge.



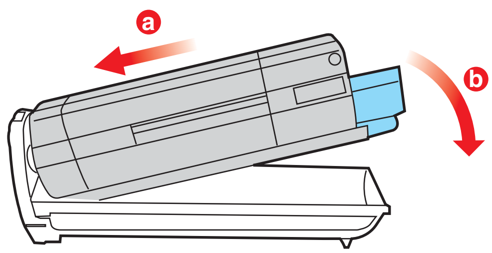
8. Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown, and withdraw the toner cartridge out of the

image drum cartridge. Place the cartridge on a piece of paper to avoid marking your furniture.

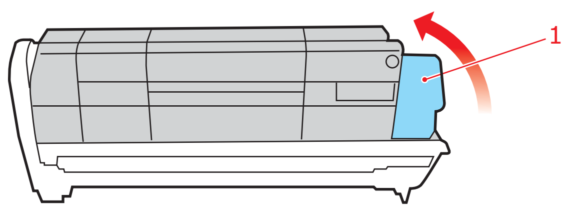


9. Take the new image drum cartridge out of its packaging and place it on the piece of paper where the old cartridge was placed. Keep it the same way round as the old unit. Pack the old cartridge inside the packaging material for disposal.

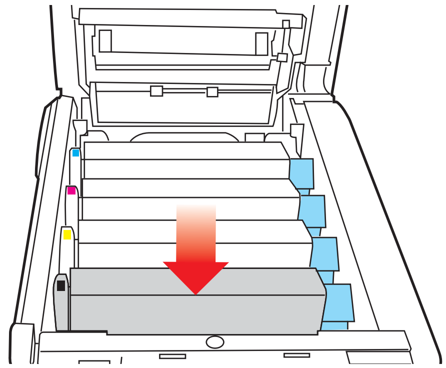
10. Place the toner cartridge onto the new image drum cartridge as shown. Push the left end in first, and then lower the right end in. (It is not necessary to fit a new toner cartridge at this time unless the remaining toner level is very low.)



11. Push the colored release lever (1) away from you to lock the toner cartridge onto the new image drum unit and release toner into it.

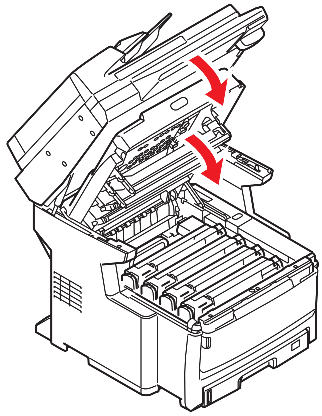


12. Holding the complete assembly by its top centre, lower it into place in the MFP, locating the pegs at each end into their slots in the sides of the MFP cavity.



13. Close the top cover and press down firmly so that the cover latches closed.

14. Gently lower the scanner.



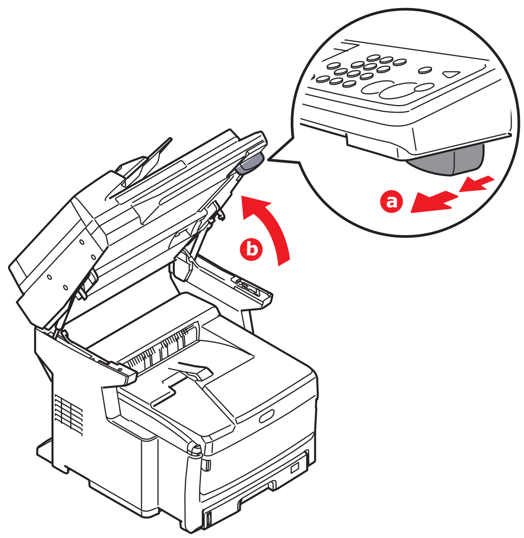
NOTE
If you need to return or transport this product for any reason, please make sure you remove the image drum unit beforehand and place in the bag provided. This is to avoid toner spillage. Refer to “Appendix A - Moving and transporting” on page 177 for details.

Transfer Belt Replacement

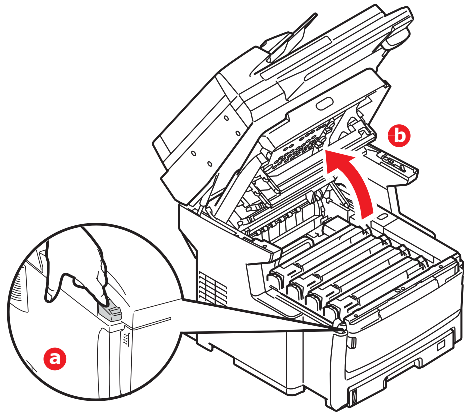
The belt unit is located under the four image drums. This unit requires replacement approximately every 80,000 pages.

1. Switch off the MFP and allow the fuser to cool for about 10 minutes before opening the cover.

2. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).



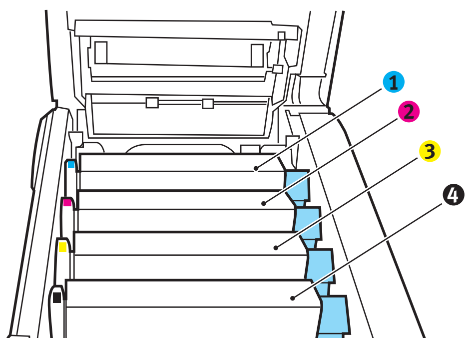
3. Press the cover release (a) and open the top cover (b) fully.



WARNING!

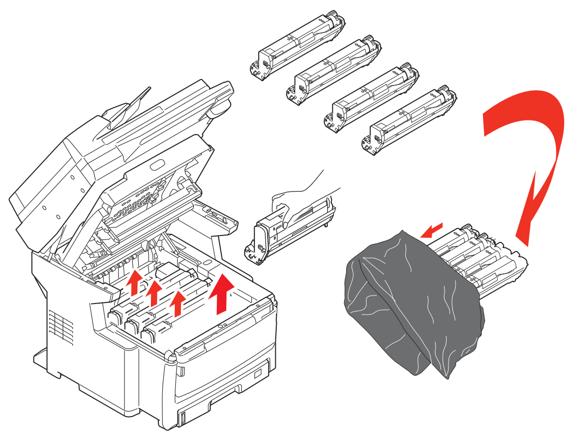
If the MFP has been in use, the fuser will be hot. This area is clearly labelled. Do not touch.

4. Note the positions of the four cartridges. It is essential that they go back in the same order.



1. Cyan cartridge
2. Magenta cartridge
3. Yellow cartridge
4. Black cartridge

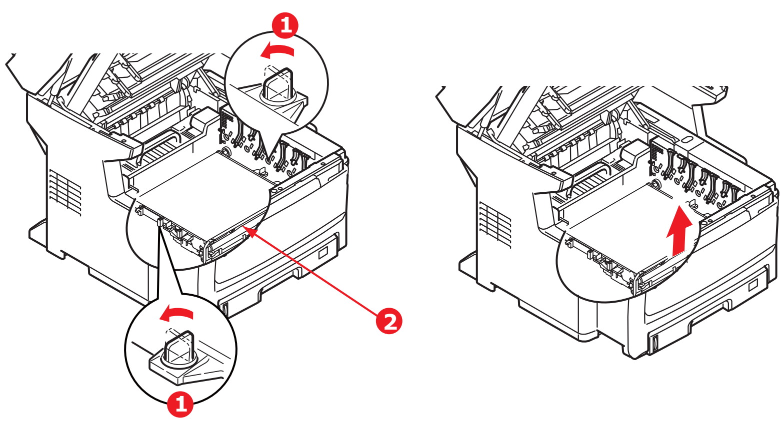
5. Lift each of the image drum units out of the MFP and place them in a safe place away from direct sources of heat and light.



CAUTION!

The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the MFP for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

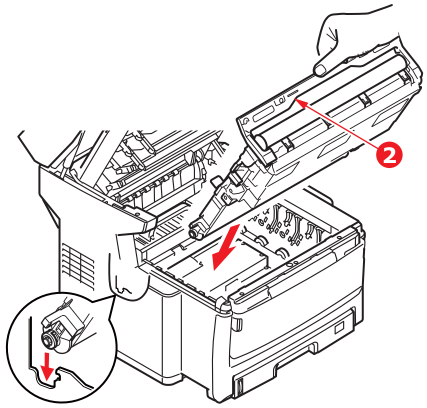
6. Locate the two fasteners (1) at each side of the belt and the lifting bar (b) at the front end.



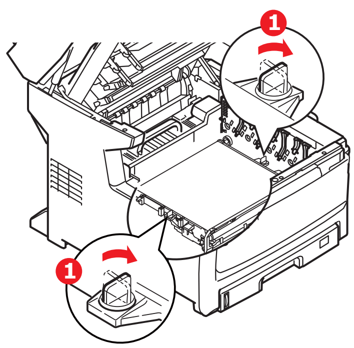
7. Turn the two fasteners 90° to the left. This will release the belt from the MFP chassis.

8. Pull the lifting bar (2) upwards so that belt tilts up towards the front, and withdraw the belt unit from the MFP.

9. Lower the new belt unit into place, with the lifting bar (2) at the front and the drive gear towards the rear of the MFP. Locate the drive gear into the gear inside the printer by the rear left corner of the unit, and lower the belt unit flat inside the MFP.



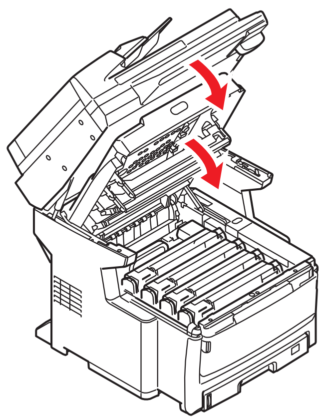
10. Turn the two fasteners (1) 90° to the right until they lock. This will secure the belt unit in place.



11. Replace the four image drums, complete with their toner cartridges, into the printer in the same sequence as they came out: cyan (nearest the rear), magenta, yellow and black (nearest the front).

12. Close the top cover and press down firmly so that the cover latches closed.

13. Gently lower the scanner.



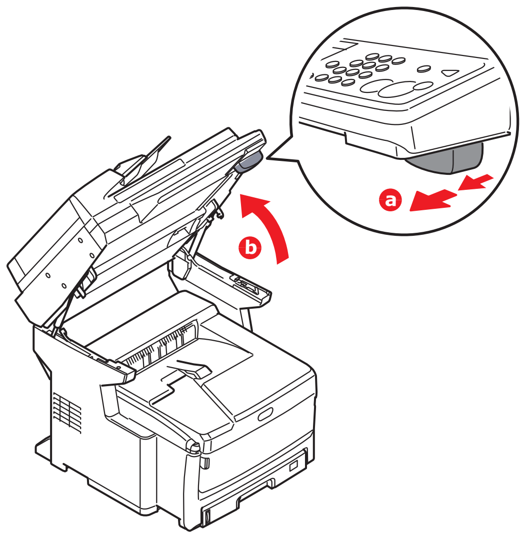
Fuser Replacement

The fuser is located inside the MFP just behind the four image drum units.

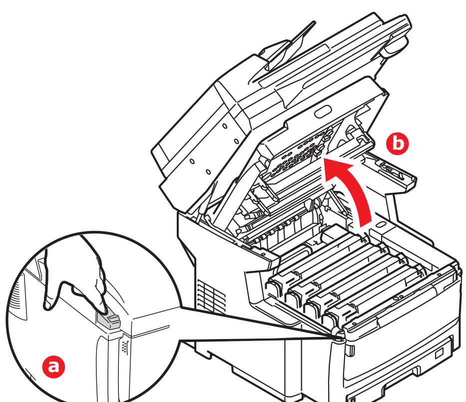
> **WARNING!**
>
> **If the MFP has recently been in use, some fuser components will be very hot. Handle the fuser with extreme care, holding it only by its handle, which will only be mildly warm to the touch. A warning label clearly indicates the area.**

1. Switch off the MFP and allow the fuser to cool for about 10 minutes before opening the cover.

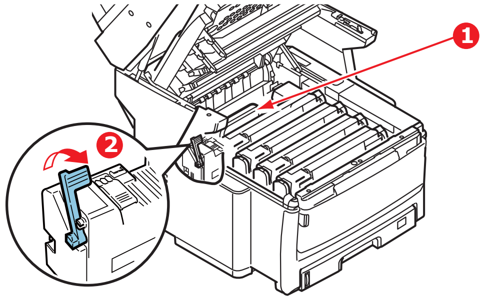
2. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).



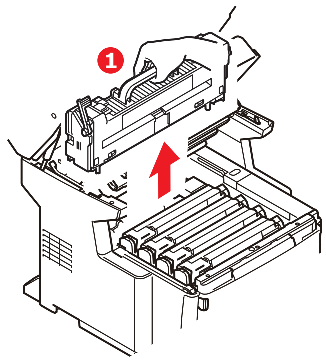
3. Press the cover release (a) and open the top cover (b) fully.



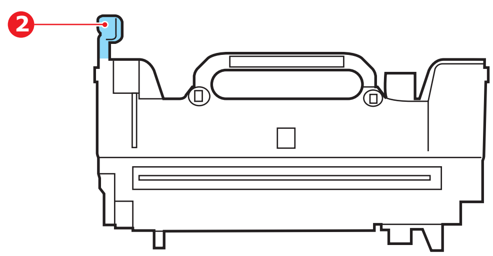
4. Identify the fuser handle (1) on the top of the fuser unit.
5. Pull the fuser retaining lever (2) towards the front of the MFP so that it is fully upright.



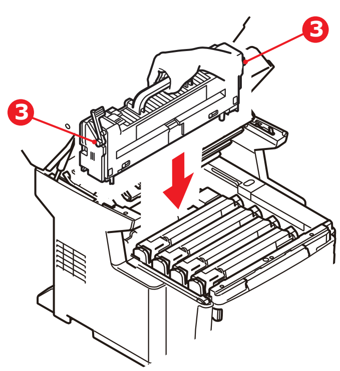
6. Holding the fuser by its handle (1), lift the fuser straight up and out of the MFP. If the fuser is still warm, place it on a flat surface which will not be damaged by heat.



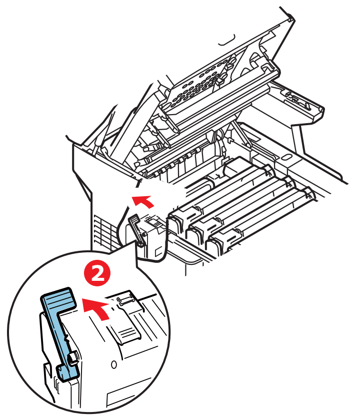
7. Remove the new fuser from its packaging and remove the transit material.
8. Holding the new fuser by its handle, make sure that it is the correct way round. The retaining lever (2) should be fully upright.



9. Lower the fuser into the MFP, locating the two lugs (3) into their slots in the metal partition which separates the fuser area from the image drums.

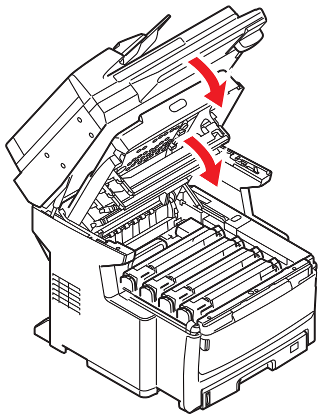


10. Push the retaining lever (2) towards the rear of the MFP to lock the fuser in place.



11. Close the top cover and press down firmly so that the cover latches closed.

12. Gently lower the scanner.



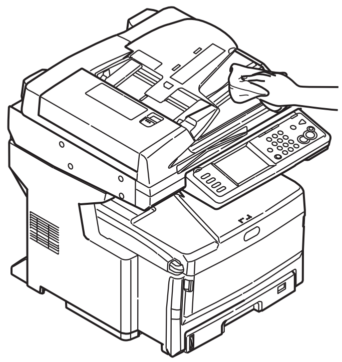
Cleaning

CAUTION!

Use a clean, moist, lint-free cloth for cleaning. Do not use benzine, thinners or alcohol as a cleaning agent.

...the Unit Casing

1. Switch off the MFP.
2. Wipe the unit surface with a soft cloth moistened sparingly with water or neutral detergent.

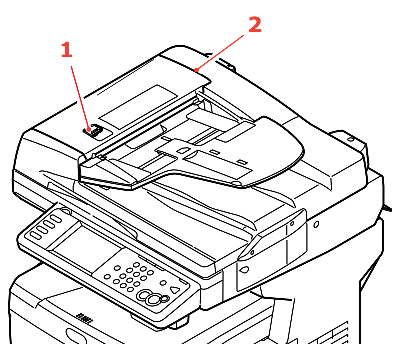


3. Use a soft dry cloth to dry the unit surface.
4. Turn on the MFP.

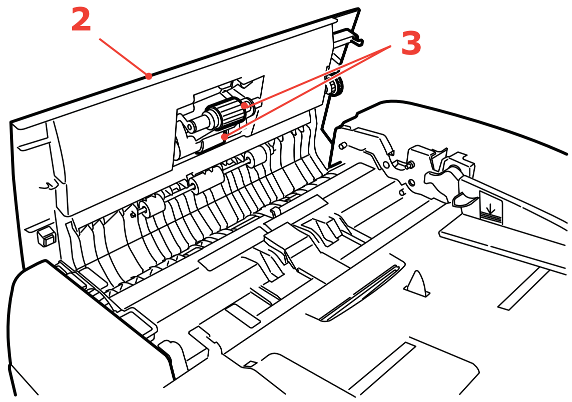
...the ADF

From time to time the pad assembly and feed rollers may become contaminated with ink, toner particles or paper dust. In this case the scan module may not feed documents smoothly. If this occurs, follow the cleaning procedure below.

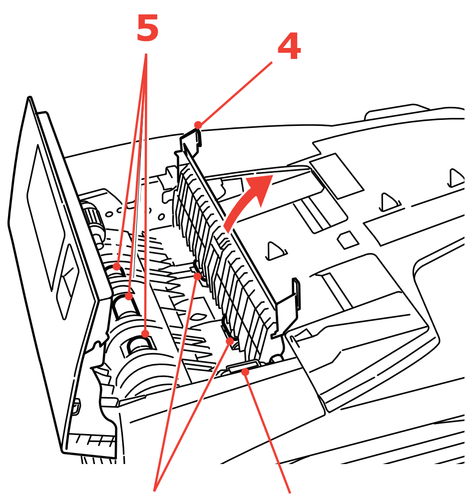
1. Carefully pull lever (1) and open the ADF front cover (2).



2. Moisten a soft, clean, lint-free cloth and wipe the feed rollers (3) by moving the cloth from side to side.



3. Rotate the rollers forward with your finger and repeat step 2 until the rollers are clean.
4. Carefully lift inner cover (4).
5. Wipe rollers (5 & 6) by moving the cloth from side to side.



6. Rotate the rollers forward with your finger and repeat step 5 until the rollers are clean.

NOTE
Turn gear wheel (7) to rotate rollers (6).

---

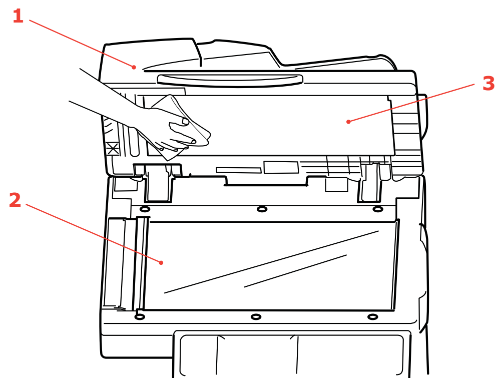
7. Close the ADF front cover.

...the Document Glass

The document glass needs to be cleaned occasionally to ensure optimum image quality and performance.

Clean the glass as follows.

1. Open the document cover (1).



2. Moisten a soft, clean, lint-free cloth and gently wipe the document glass (2) and the white sheet (3) on the under side of the document cover to remove dust or any toner particles.
3. Close the document cover (1).

...the Touch Screen

CAUTION!

Be careful not to stress or damage the touch screen display.

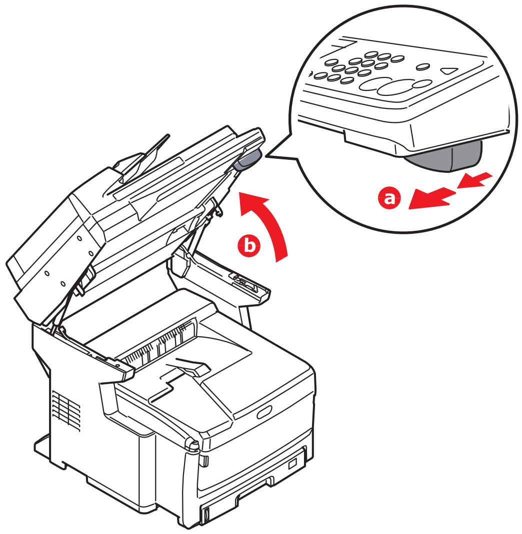
To clean the display surface, use a soft cloth, either dry or moistened with neutral detergent or ethanol. *Do not use any organic solvents, acid or alkali solutions*.

...the LED Head

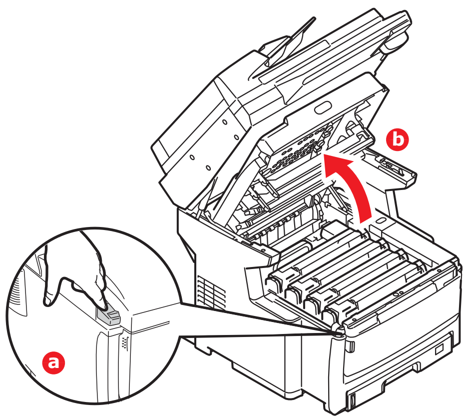
Clean the LED head when printing does not come out clearly, has white lines or when text is blurred.

There is no need to switch the MFP off to clean the lens.

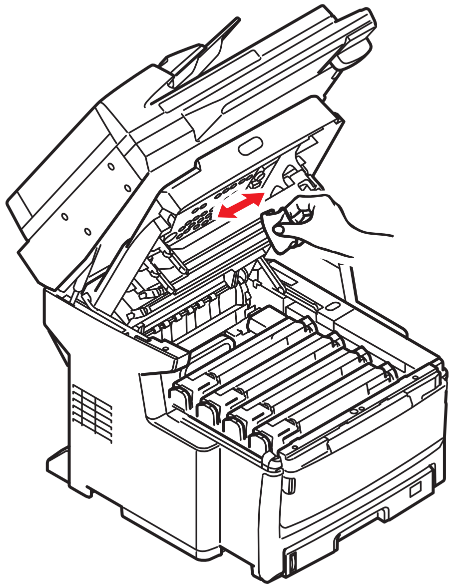
1. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).



2. Press the cover release (a) and open the top cover (b) fully.



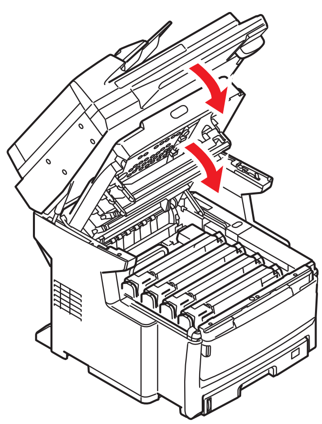
3. Moisten a soft, clean, lint-free cloth and gently wipe the LED head surface.



CAUTION!

Do not use methyl alcohol or other solvents on the LED head as damage to the lens surface will occur.

4. Close the top cover and press down firmly so that the cover latches closed.
5. Gently lower the scanner.



Installing Upgrades

This section explains how to install optional equipment into your MFP. This includes:

- additional RAM memory
- Paper Feed Cabinet

Memory Upgrade

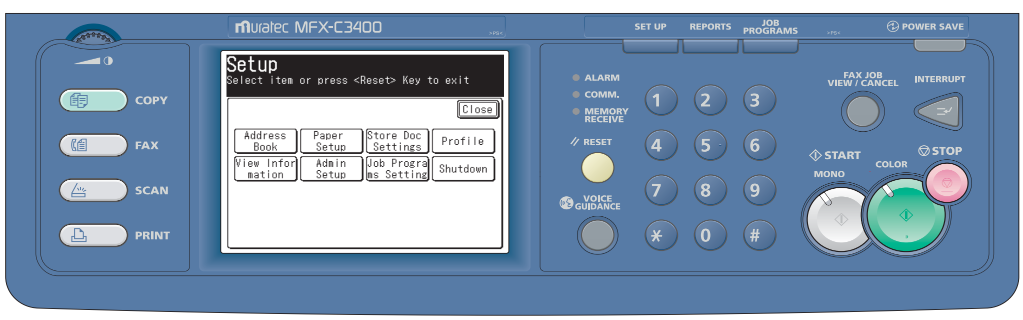
This section explains how to install additional RAM memory into your MFP as a memory upgrade.

The model comes equipped with 512 MB (256 MB + 256 MB) of main memory. This can be upgraded with an additional memory board containing 512 MB, giving a total memory capacity of 768 MB maximum.

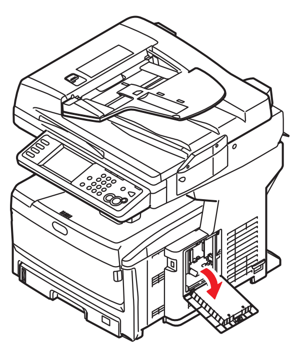
NOTE
The maximum capacity of your machine is 768 MB, therefore the existing 256 MB board must be removed from the RAM expansion slot before the new memory upgrade board can be fitted.

---

1. Press Setup, Shutdown, and Yes. Then switch the MFP off and disconnect the power cable.



Pull open the access panel on the side of the machine.

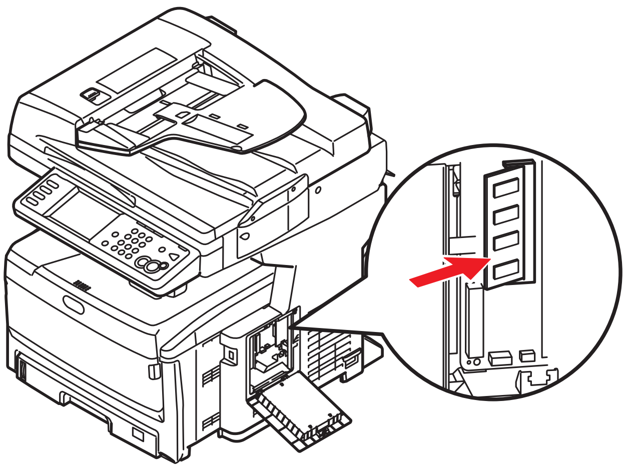


2. Carefully remove the new memory board from its wrapping. Try to handle the board only by its short edges, avoiding contact with any metal parts as far as possible. In particular, avoid touching the edge connector.

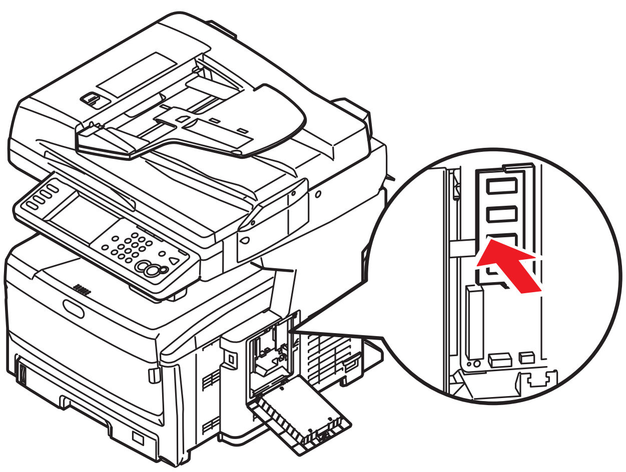
Notice that the memory board has a small cutout in the edge connector, which is closer to one end than the other.



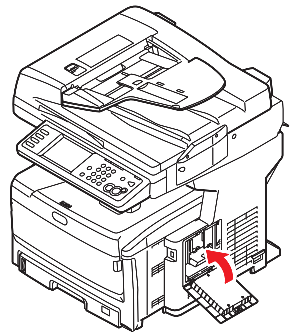
3. Identify the RAM expansion slot in the machine.
4. The maximum capacity of your machine is 768 MB, therefore the existing 256 MB board must be removed from the RAM expansion slot before the new memory upgrade board can be fitted. To remove it:
   (a) Grip the board firmly by its short edges and pull it out of the slot.
   (b) Place the removed memory board into the antistatic bag which originally contained the new memory board.
5. Hold the new memory board by its short edges, so that the edge connector faces in towards the RAM expansion slot, and the small cutout is closer to the bottom of the machine.



6. Gently push the board into the RAM expansion slot until it latches in and will not go any further.

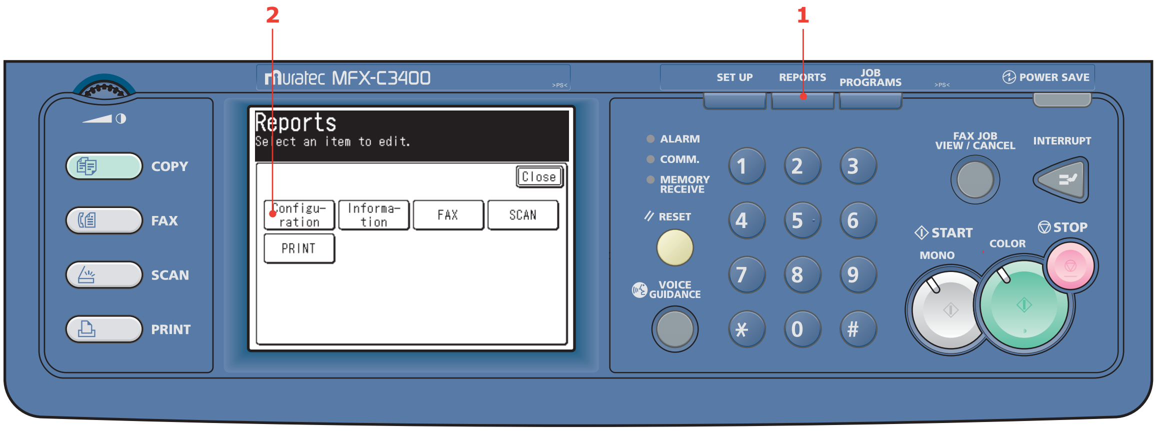


7. Close the access panel, pressing firmly at top to latch it closed.



8. Reconnect the power cable and switch the MFP on.

9. When the MFP is ready, print a configuration report as follows:



(a) Press **Reports** button (1) on the control panel.

(b) On the touch screen, touch the **Configuration** button (2).

(c) At the prompt, touch **Yes** to print the report.

10. Examine the first page of the configuration report.

Near the top of the page, above the horizontal line, you will see the current MFP configuration. This list contains the figure for total memory size.

This should indicate the total memory now installed.

Additional Paper Trays and Storage Cabinet

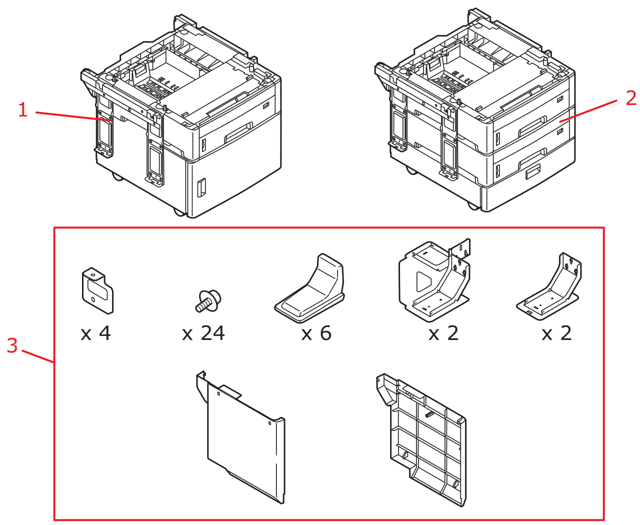
Your machine can be upgraded with the following configurations:

- One additional paper tray and a tall storage cabinet
- Two additional paper trays and a short storage cabinet

WARNING!

Do NOT install any other configuration as this will result in the machine being unstable.

Inventory



REF.	DESCRIPTION	CONTENT
1	Paper Feed Cabinet	• One paper tray • Tall storage cabinet
2	2 Tray Paper Feed Cabinet	• Two paper trays • Short storage cabinet
3*	Accessory pack	• Plate x 4 • Screw x 24 • Stabilizing foot cover x 6 • Rear stabilizing foot x 2 • Front stabilizing foot x 2 • Left side cover x 1 • Right side cover x 1

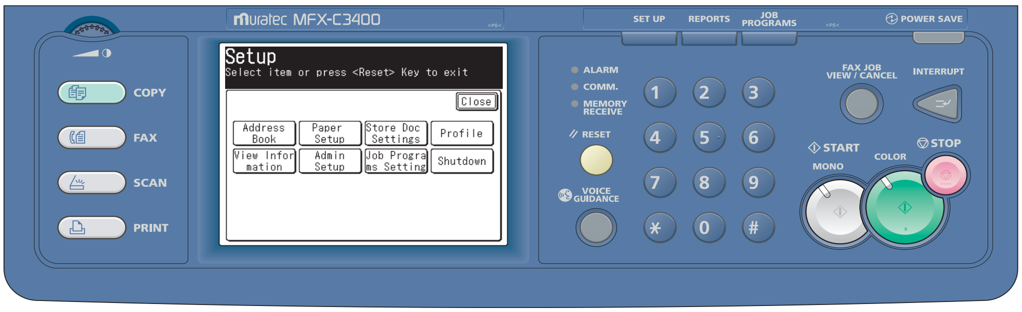
* The accessory pack is the same for both paper feed cabinet.

Installation

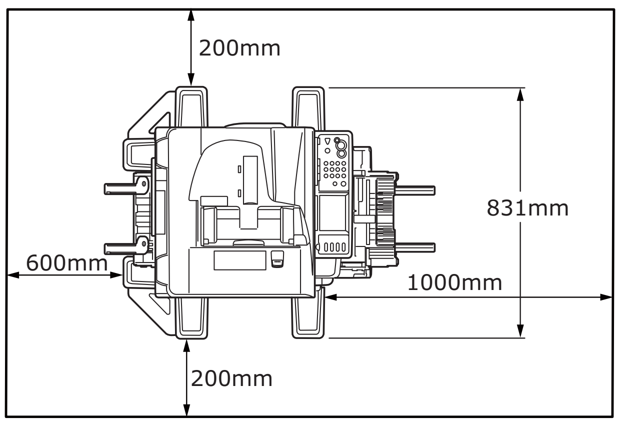
NOTE
For illustration purposes, two additional trays and the short cabinet is shown. The procedure for installing one tray and the tall cabinet is identical.

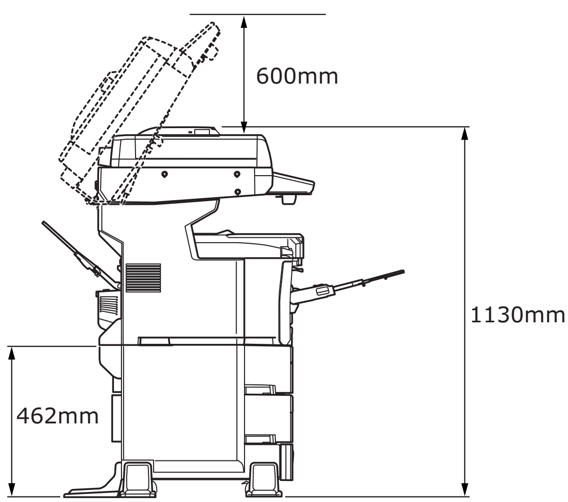
---

1. Press Set up, Shutdown, and Yes. Then switch the MFP off and disconnect the power cable.



2. Place additional paper tray(s)/cabinet assembly at the desired location.

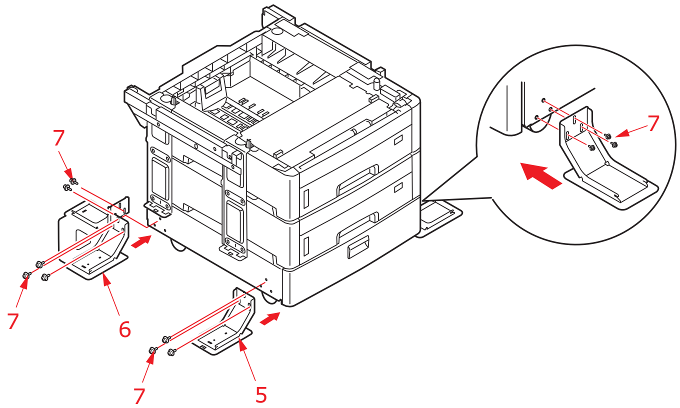




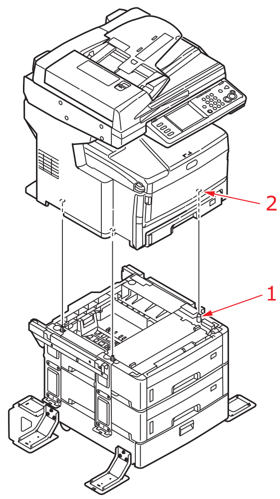
3. Fit stabilizing feet:

   (a) Locate front stabilizing foot (5) and secure in position using screws (7) as shown. Repeat for opposite side.

   (b) Locate rear stabilizing foot (6) and secure in position using screws (7) as shown. Repeat for opposite side.



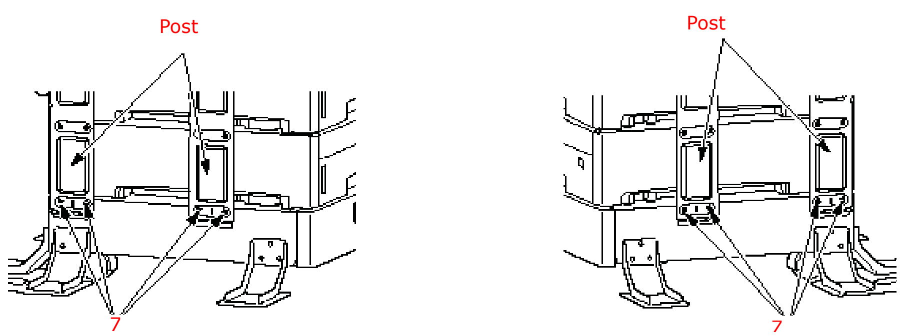
4. Observing safety rules for lifting, and using locating guides, place MFP on top of the tray/cabinet assembly.



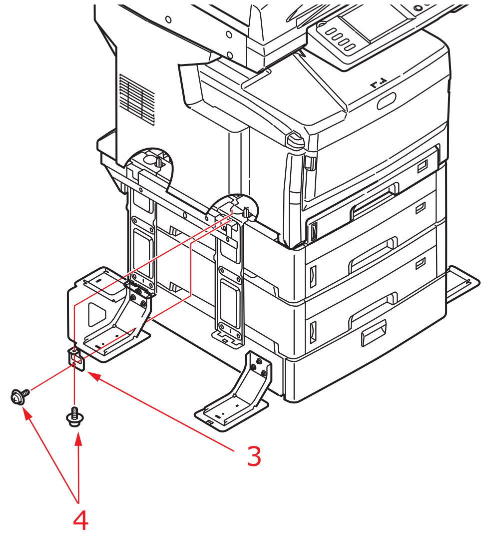
WARNING!

This product is heavy; a minimum of three people are required to lift it safely.

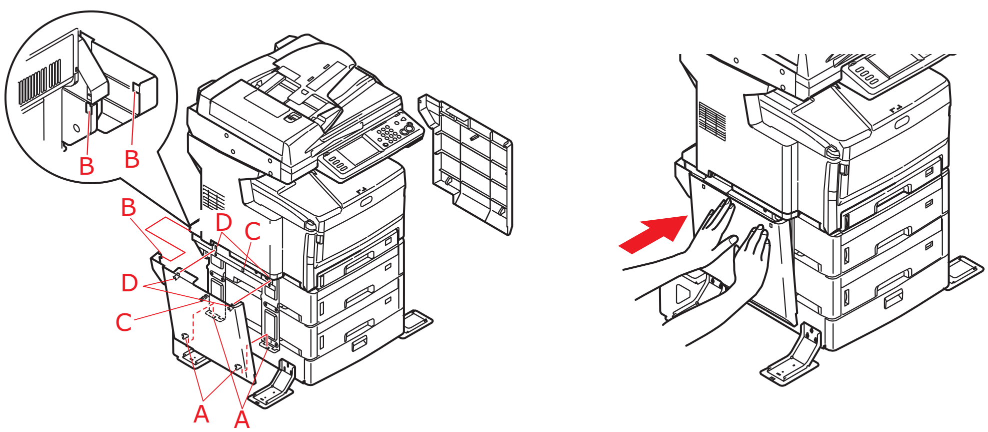
5. Loosen eight screws (7)(four on left side and four on right side.).



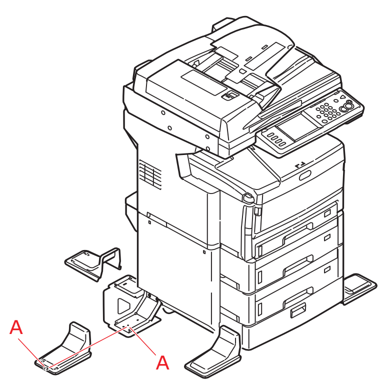
6. Locate plate (3), and secure into position using screws (4).



7. Repeat Step 6 for three remaining plates.
8. Tighten the eight screws (7) removed in Step 5.
9. Position side panels as shown, matching up the locating lugs and sockets and then push the panel firmly into place.



10. Clip stabilizing foot covers into position ensuring you align locating lugs and grooves as shown.



11. Re-connect the power cable and switch the MFP ON.

Setting the Driver Device Options

Once your new upgrade has been installed, you may need to update the printer driver so that the additional features are available in your applications.

Accessories such as additional paper trays will only be usable if the printer driver on your computer knows they are installed.

In some cases the hardware configuration of your machine is automatically detected when the driver is installed. However, it is advisable to at least check whether all of the available hardware features are listed in the driver.

This procedure is essential if you subsequently add extra hardware features to your machine after the drivers have been installed and set up.

Remember that if your machine is shared between users on different computers, the driver must be adjusted on each user's computer.

Windows

1. Access the driver's Properties window.

   (a) Open the Printers window (called "Printers and Faxes" in Windows XP) via the Start Menu or from the Windows Control Panel.

   (b) Right-click the icon for this machine, and choose **Properties** from the pop-up menu.

2. Select the **Device Options** tab.

   In the Windows XP PostScript driver the tab may be called **Device Settings**.

3. Set the options for any devices you have just installed.

4. Click **OK** to close the window and save your changes.

Mac OS X

Leopard (Mac OS X 10.5)

1. Open the Mac OS X Print & Fax Preferences.

2. Ensure your machine is selected.

3. Click **Options & Supplies**.

4. Click **Driver**.

5. Select all hardware options appropriate to your machine and click **OK**.

Tiger (Mac OS X 10.4)

1. Open the Mac OS X Print & Fax Preferences.

2. Ensure your machine is selected.

3. Click **Printer Setup...**.

4. Click the menu and choose **Installable Options...**.

5. Select all hardware options appropriate to your machine and click **Apply Changes...**.

Panther (Mac OS X 10.3)

1. Open the Mac OS X Print & Fax Preferences.
2. Click **Printing**.
3. Click **Set Up Printers...**.
4. Ensure your machine is selected and click **Show Info...**.
5. Click the menu and choose **Installable Options...**.
6. Select all hardware options appropriate to your machine and click **Apply Changes...**.

Troubleshooting

Clearing Paper Jams

Provided that you follow the recommendations in this guide on use of print media, and you keep the media in good condition prior to use, your MFP should give years of reliable service. However, paper jams occasionally do occur, and this section explains how to clear them quickly and simply.

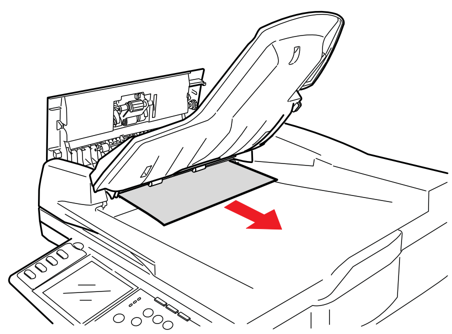
Jams can occur due to paper misfeeding from a paper tray or at any point on the paper path through the MFP. When a jam occurs, the printer immediately stops, and the Alert LED on the status panel informs you of the event. If the Paper Jam Alert feature is enabled, then an alarm also sounds. The touch screen displays a message giving the location of the jam. If printing multiple pages (or copies), do not assume that, having cleared an obvious sheet, others will not also be stopped somewhere along the path. These must also be removed in order to clear the jam fully and restore normal operation

If the Voice Guidance button is flashing, press it to hear an explanation of how to clear the paper jam. To stop the voice guidance, press Voice Guidance button..

In the ADF...

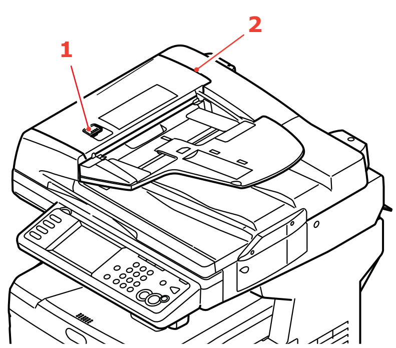
In the event of a paper jam, follow the procedures below to remove the paper:

1. If a sheet has completed a majority of its feed through the ADF, simply grip it and pull gently to draw it fully out.

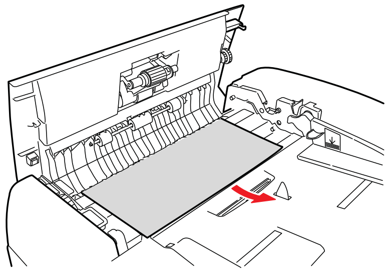


NOTE
If it does not remove easily, do not use excessive force.

2. Gently pull lever (1) and open the ADF front cover (2).



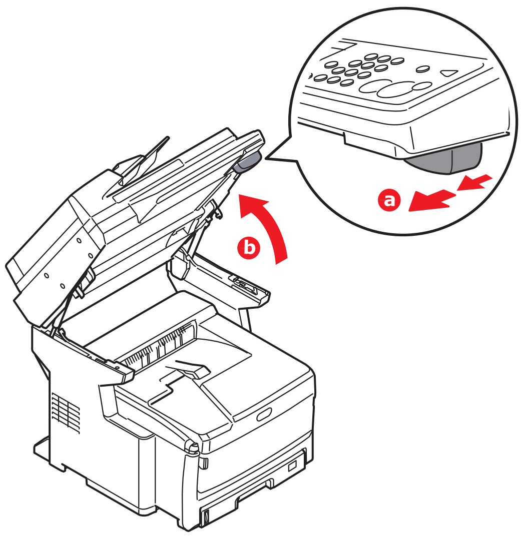
3. Carefully pull the paper out of the ADF unit.



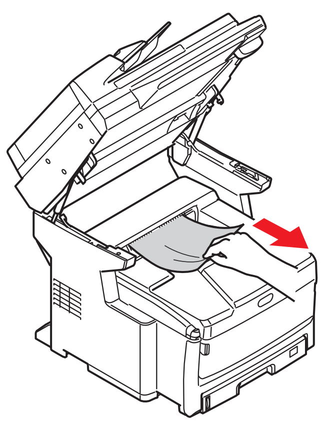
4. Close the ADF front cover.

In the Printer...

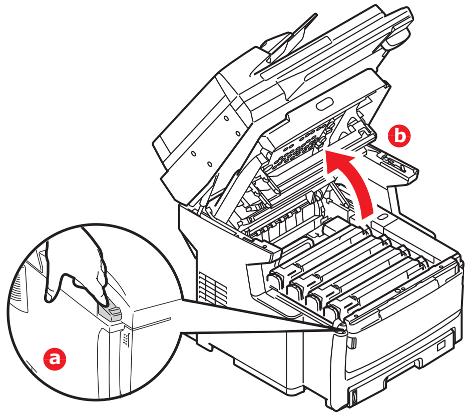
1. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).



2. If a sheet has completed a majority of its feed through the printer, simply grip it and pull gently to draw it fully out. If it does not remove easily, do not use excessive force. It can be removed from the rear later.



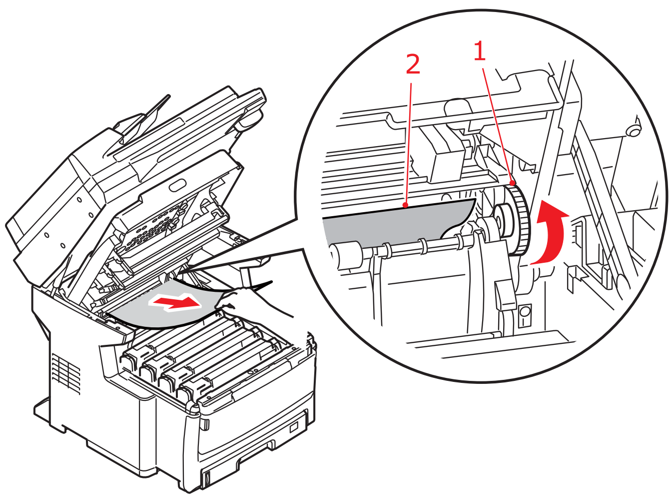
3. Press the cover release (a) and open the MFP's top cover (b) fully.



WARNING!

If the MFP has been in use, the fuser may be hot. This area is clearly labelled. Do not touch.

4. If the paper is advanced far enough, grip it and pull it gently out. If necessary, rotate roller (1) to advance the paper and aid removal.

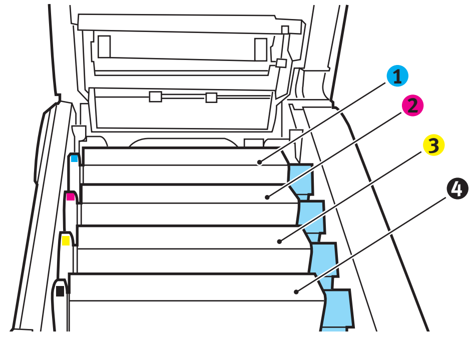


NOTE

If no paper is visible follow the next steps to remove it from the MFP.

---

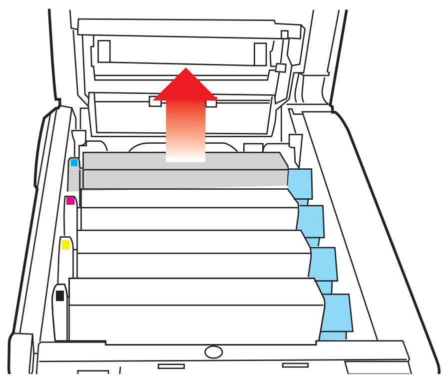
5. Note the positions of the four cartridges. It is essential that they go back in the same order.



1. Cyan cartridge
2. Magenta cartridge
3. Yellow cartridge
4. Black cartridge

It will be necessary to remove the four image drums to gain access to the paper path.

5. Holding the top-center of the cartridge, lift the cyan image drum, complete with its toner cartridge, up and out of the printer.

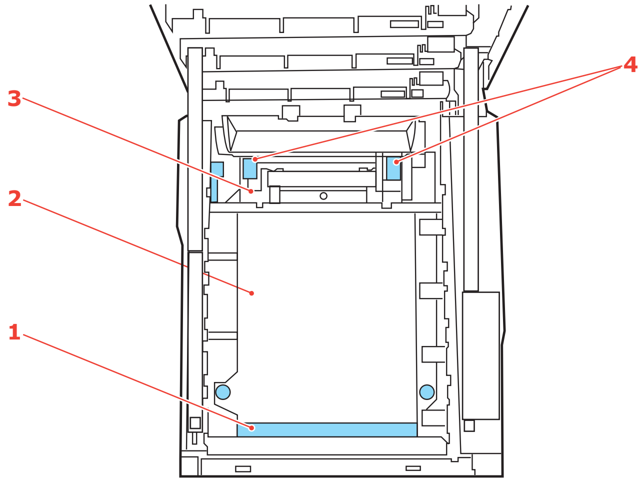


6. Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture and to avoid damaging the green drum surface.

> **CAUTION!**
>
> **The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the MFP for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.**

7. Repeat this removal procedure for each of the remaining image drum units.

8. Look into the MFP to check whether any sheets of paper are visible on any part of the belt unit.



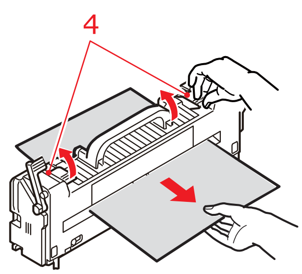
(a) To remove a sheet with its leading edge at the front of the belt (1), carefully lift the sheet from the belt and pull it forwards into the internal drum cavity and withdraw the sheet.

CAUTION!

Do not use any sharp or abrasive objects to separate sheets from the belt. This may damage the belt surface.

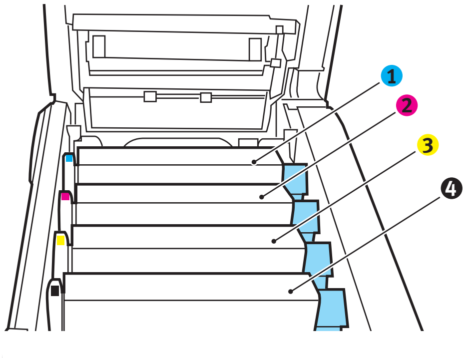
(b) To remove a sheet from the central area of the belt (2), carefully separate the sheet from the belt surface and withdraw the sheet.

(c) To remove a sheet just entering the fuser (3), separate the trailing edge of the sheet from the belt, lift the fuser pressure release levers (4) up and press towards the rear to release the fuser's grip on the sheet, and withdraw the sheet through the drum cavity area.



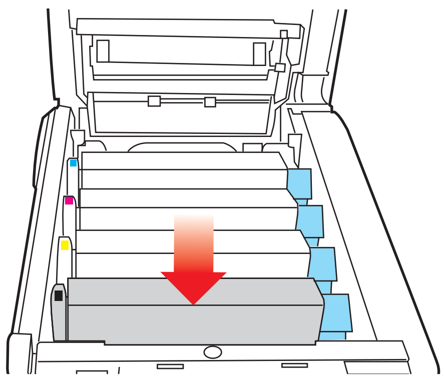
NOTE
If the sheet is well advanced into the fuser (only a short length is still visible), do not attempt to pull it back. Follow the next step to remove it from the rear of the MFP.

9. Starting with the cyan image drum unit nearest the fuser, replace the four image drums into the drum cavity, making sure to locate them in the correct order.



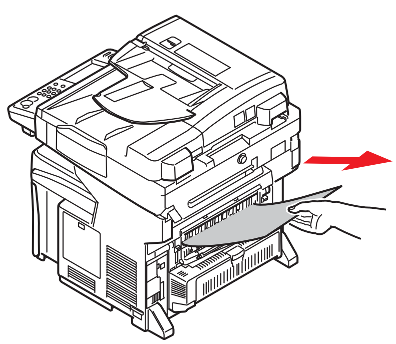
1. Cyan cartridge
2. Magenta cartridge
3. Yellow cartridge
4. Black cartridge

Holding the complete assembly by the top-center of the cartridge, lower it into place in the MFP, locating the pegs at each end into their slots in the sides of the MFP cavity.



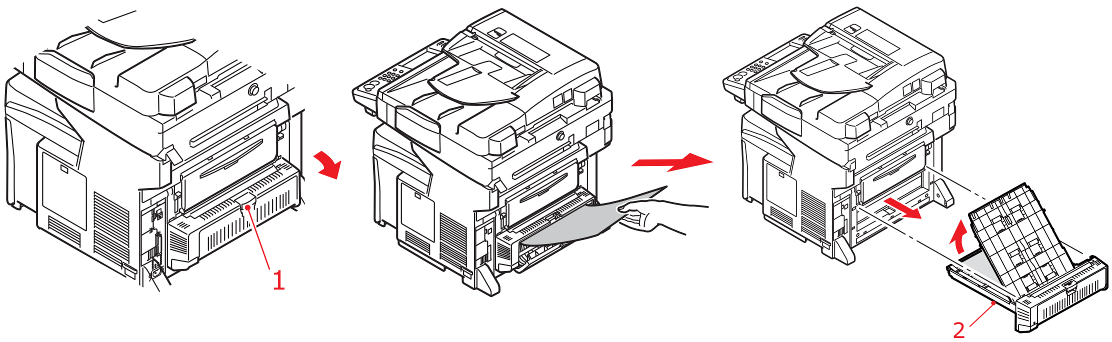
5. Lower the top cover but do not press down to latch it closed yet. This will protect the drums from excessive exposure to room lighting while you check the remaining areas for jammed sheets.
6. Open the rear exit tray and check for a sheet of paper in the rear path area.

   Pull out any sheets found in this area.



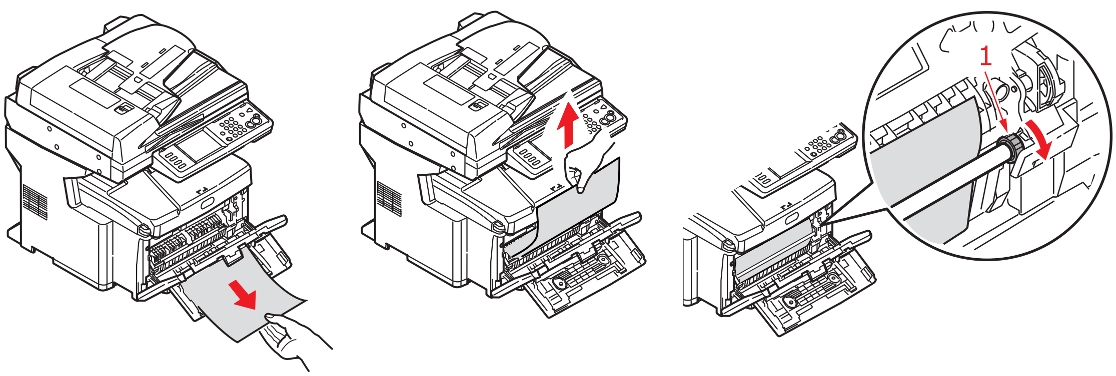
   If the sheet is low down in this area and difficult to remove, it is probably still gripped by the fuser. In this case raise the top cover, reach around and press down on the fuser pressure release lever.
7. If you are not using the rear exit tray, close it once paper has been removed from this area.

8. If your MFP has a duplex unit installed, press the cover release (1) at the center of the unit, open the cover and remove any sheets in this area, then close the cover.



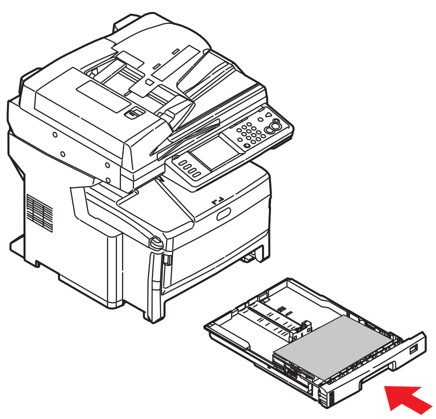
> *NOTE*
> *If the paper is not advanced enough to grip, pull the duplex unit (2) out of the machine and remove the paper. Refit duplex unit.*

9. Lift the front cover release and pull open the front cover.
10. Check inside the cover for sheets in this area and remove any that you find, then close the cover.



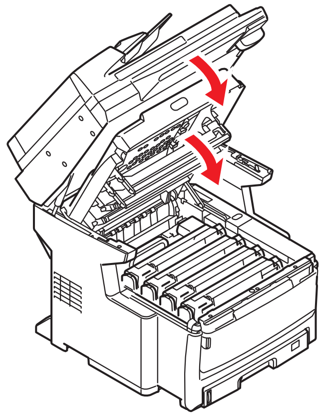
> *NOTE*
> *If the paper is not advanced enough to grip, rotate roller (1) as shown to advance the paper.*

11. Pull out the paper tray and ensure that all paper is stacked properly, is undamaged, and that the paper guides are properly positioned against the edges of the paper stack. When satisfied, replace the tray.



12. Close the top cover and press down firmly at both sides so that the cover latches closed.

13. Gently lower the scanner.



When the jam has been cleared, if Jam Recovery is set to enabled in the Printer Adjust menu, the MFP will attempt to reprint any pages lost due to paper jams.

Dealing with unsatisfactory printing

SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
Vertical white lines can be seen on the printed page.	The LED head is dirty.	Wipe the LED head with a soft, lint-free cloth.
	The toner is low.	Open the top cover and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
	Foreign materials may be present in the image drum.	Replace the image drum cartridge.
	Light-shielding film of the image drum cartridge is dirty.	Wipe the film with a soft, lint-free cloth.
Printed images are fading vertically.	The LED head is dirty.	Wipe the LED head with a soft, lint-free cloth.
	The toner is low.	Open the top cover and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
	The paper is not suitable for the printer unit.	Use recommended paper.
Printing is light.	The toner cartridge is not properly seated.	Reinstall the toner cartridge.
	The toner is low.	Open the top cover and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
	The paper is moist.	Use paper stored in proper temperature and humidity conditions.
	The paper is not suitable for the printer unit.	Use recommended paper.
	Thickness and type of paper are inappropriate.	Set a proper value for Media Weight and Media Type in the Paper Setup menu, or set one value thicker for Media Weight.
	Recycled paper is being used.	Set one value thicker for Media Weight in the Paper Setup menu.
Partially faded images. White spots and lines appear in solid printing.	Paper is moist or dry.	Use paper stored in proper temperature and humidity conditions.
Vertical lines appear.	The image drum cartridge is damaged.	Replace the image drum cartridge.
	The toner is low.	Open the top cover and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.

SYMPTOMS	POSSIBLE CAUSES	STEPS TO TAKE
Horizontal Lines and spots appear periodically.	When the interval is about 94 mm (4 in), the image drum (the green tube) is damaged or dirty.	Wipe it lightly with a soft cloth. Replace the image drum cartridge when it is damaged.
	When the interval is about 42 mm (1.5 in), there may be foreign particles in the image drum cartridge.	Open/close the top cover, and print again.
	When the interval is about 87 mm (3.5 in), the fuser unit is damaged.	Replace the fuser unit.
	The image drum cartridge has been exposed to light.	Replace the image drum cartridge if the problem is not resolved.
White area of paper is lightly stained.	Paper contains static.	Use paper stored in proper temperature and humidity conditions.
	Too thick paper is used.	Use thinner paper.
	The toner is low.	Open the top cover and tap the cartridge a few times to evenly distribute any remaining toner. If symptoms persist, replace the toner cartridge.
Periphery of the letters is smudged.	The LED head is dirty.	Wipe the LED head with a soft, lint-free cloth.
Toner comes off when it is rubbed.	The thickness and type of the paper are incorrectly set.	Set the correct value of Media Type and Media Weight in the Paper Setup menu or set one value thicker for Media Weight.
	Recycled paper is used.	Set one value thicker for Media Weight in the Paper Setup menu.
Glossiness is not uniform.	The thickness and type of the paper are incorrectly set.	Set the correct value of Media Type and Media Weight in the Paper Setup menu or set one value lighter for Media Weight.

Dealing with Unsatisfactory Copying

As well as the suggestions provided in "Dealing with unsatisfactory printing" on page 153, ensure that the scanner unit glass is clean at all times. Refer to "...the Document Glass" on page 133.

Fax Problem Checklist

If a problem occurs, read through the list of problems and solutions before calling for service.

The MFP will not dial a telephone number. Check the power cable and wall outlet. Make sure that the telephone line (not external telephone or handset) is connected to the LINE socket on the back of the machine. If an external telephone is installed, lift the handset and check for a dial tone. If there is no dial tone, there may be a problem with the telephone line. If there is a dial tone, the MFP may be using the wrong dialing method (pulse or tone) for the region. If alternating tones are heard instead of dialling pulses and the region uses pulse dialing, change the call parameters (see “Comm. Line” on page 61).

The display shows a communications error. This indicates any of a number of problems:

- The MFP may be incompatible with the remote machine, or the remote machine may not be able to perform the function requested of it such as polling or confidential faxing.
- The remote machine may also be out of paper or experiencing a paper jam.
- Bad telephone line conditions can also cause communication errors. Try sending the fax again and check to make sure that the correct telephone number is being dialled.
- If a prefix number must be dialed to get an outside line, or if the call is to an international destination, a pause may need to be entered (use the on-screen **Pause** key) after the dial prefix or international dialing code to tell the machine to wait for a dial tone. If there are frequent problems communicating with a particular remote machine, try programming the telephone number into a speed dial key, and then change the parameters for that key (see “Dialling Options” on page 82).
- Lastly, either the local or remote machine may require servicing. Try sending a fax to another location to check the local MFP.

Faxing is possible but the image of the document printed by the remote machine is very poor. If the faxed document has small type, complex illustrations, photos, or is very light or very dark, try changing the fax quality and density settings (See “Doc. Type” and “Density” on page 83). Copy the document on the machine to determine how it will transmit. The problem may be caused by telephone line interference. Try sending the document again later.

Fax sent but received message was completely blank. Make sure that the document is loaded correctly before faxing; with text face UP in the ADF or face DOWN on the glass.

Image of received fax is very poor. Try making a copy of a document on the local machine to make sure it is working properly. If there is still a problem, contact the person sending the fax and ask them to change their fax quality and density settings. Ask the person to make a copy of the document on their machine to ensure that it is working properly. Then ask them to send the fax again.

Dialing was attempted using a Speed Dial number but nothing happened. Make sure that the Speed Dial number being used is programmed correctly.

Local MFP will not answer the telephone or receive faxes. First check to see that the power cord is connected properly. Also check the reception mode setting of the machine (see “Reception Mode” on page 61). This MFP will not receive faxes automatically if **Auto Rx** is disabled (see “Auto Rx” on page 82).

Documents received are light or have vertical streaks on them, and MFP is not out of toner. Gently wipe the lens surface of the MFP's LED array, and then check to see if the machine is working properly (see “...the LED Head” on page 134). If the MFP still does not work properly, remove the image drum (see “Image Drum Replacement” on page 121), tap the toner cartridge, and slowly swing it 20 to 30 degrees vertically several times. Be careful not to let the toner leak from the cartridge. If this does not work, the image drum unit may need to be replaced. Contact your supplier to get a replacement.

MFP is set for delayed transmission but it did not send. Check the display to make sure that the MFP is set to the correct time and date (see “Time Setup” on page 61).

MFP will not poll a remote machine. Call the person at the remote machine and make sure that they have loaded documents and that their machine is set to polling transmission mode.

MFP is connected to a PBX but it is not possible to dial out. Be certain that the dial prefix is entered before the telephone number for each number dialed or programmed into the MFP (see “PreFix” on page 42).

MFP always answers before its possible to use the external telephone. If an external telephone is connected, change the MFP’s ring response setting (“Ring Response” on page 42). Also check the reception mode setting of the machine (see “Reception Mode” on page 61).

Faxes received sometimes look distorted. If the document received is wider or longer than the paper loaded in the paper tray, the machine automatically reduces the width or length of the document so that it will fit on the paper. This type of problem could also be communication related.

Information and Error Messages

NOTE

1. *<%COLOR%> = Y, M, C or K.*
2. *<%TRAY%> = Tray 1, Tray 2, Tray 3 or MP Tray.*
3. ***mmm** = the setup of “paper supply”.*
4. ***ppp** = the setup of “media type”.*

STATUS / CODE	MESSAGE	MEANING / ACTION
Initializing	Check Data Program Data Receive Error *<%DLCODE%>*	An error occurs while the machine is receiving/processing the NIC download data. *%DLCODE%* 1. File size error 2. Check SUM error 3. Invalid printer model number 4. Invalid module I/F version 5. Invalid FAT version Restart the machine. (Turn it off and on again). If the code still appears, contact your dealer.
Initializing	Check Data Program Data Write Error *<%DLCODE%>*	An error occurs when writing NIC download data. *%DLCODE%* 1. Memory allocation error 2. Download file error 3. Device allocation error 4. No device space 5. File writing failure 6. CU-F/W mismatch. Restart the machine. (Turn it off and on again). If the code still appears, contact your dealer.
Initializing	Inspection is required. PU Flash Error	Restart the machine. (Turn it off and on again). If the code still appears, contact your dealer.
Initializing	Inspection is required. PU Communication Error	Restart the machine. (Turn it off and on again). If the code still appears, contact your dealer.
Initializing	HDD Error To HDD format Select [Format] To shut down Select [Cancel]	An unformated HDD is detected during the initializing. Press the Format button to format the HDD; the unit is automatically rebooted. Press the Cancel button to shut down the unit.

STATUS / CODE	MESSAGE	MEANING / ACTION
Initializing	HDD Error <*%ERRCODE%*> To HDD format Select [Format] To shut down Select [Cancel]	Encrypted authentication files on the HDD are damaged and the HDD must be re-formatted. Press the Format button to format the HDD; the unit is automatically rebooted. Press the Cancel button to shut down the unit. *%ERRCODE%* 250
Warning	<*%COLOR%*> Toner Regional Mismatch	The region of the toner cartridge is incorrect.
Warning	Non Genuine <*%COLOR%*> Toner	The toner cartridge is incompatible. Replace with genuine cartridge.
Warning	Error Postscript	An error has been detected: • The job has a grammatical error. • The page is complicated, and VM was used up.
Warning	<*%COLOR%*> Image Drum Near Life	Indicates image drum is near the end of it's life. Order replacement image drum(s).
Warning	Fuser Unit Near Life	Indicates fuser is near the end of it's life. Order replacement fuser.
Warning	Belt Unit Near Life	Indicates transfer belt is near the end of it's life. Order replacement transfer belt.
Warning	Please Change Fuser Unit	Notifies the life of the fuser. This is a warning only.
Warning	Please Change Belt Unit	Notifies the life of the belt. This is a warning only.
Warning	<*%COLOR%*> Toner Empty	Toner empty. Warning status takes effect at Cover Open/Close. Allows printing approx. 50 pages (A4 5% duty, density 5%).
Warning	<*%COLOR%*> Toner Not Installed	Notifies that the toner cartridge is not installed.
Warning	Please Install New <*%COLOR%*> Image Drum	Notifies the life of the drum. This is a warning only. This warning appears when the cover is opened and closed just after the drum life error occurred.
Warning	<*%TRAY%*> Empty	Tray empty. Treated as a warning until printing from that particular tray is required.
Warning	File System is Write Protected	An attempt to write in a read-only file. This is a temporary warning, it remains until the end of the job then disappears.
Warning	Memory Overflow Memory Overflow	Memory overflow occurred in the collate print.

STATUS / CODE	MESSAGE	MEANING / ACTION
Warning	Memory Overflow Press <Stop> key	Memory overflow occurred during PC fax job receiving. Press the Stop button to return to the default screen.
Warning	Access Limitation Error Deleted Unauthorized User Data	Indicates a job being cancelled due to no print permit: 1. A job received from a user who is denied printing. 2. A job received from a user who is denied PC faxing. Contact your network administrator for help.
Warning	File Erasing	Indicates that a secure file is being erased.
Warning	Deleting encrypted job	Indicates that an encrypted authentication print job is being erased.
Warning	Erased Data Full	The log buffer was full and data was deleted.
Warning	Expired Secure Job Press <Stop> key	Indicates that an applicable job has been automatically deleted as the retention period for authentication printing has expired.

STATUS / CODE	MESSAGE	MEANING / ACTION
Warning	Disk Use Failed <*%FE_ERR%*> Press <Stop> key	A disk error has occurred. Press the Stop button to clear the error. *%FS_ERR%*: 0 - General error 1- Volume not available 3 - File not found 4 - No free file descriptors 5 - Invalid number of bytes 6 - File already exists 7 - Illegal name 8 - Cant del root 9 - Not file 10 - Not directory 11 - Not same volume 12 - Read only 13 - Root dir full 14 - Dir not empty 15 - Bad disk 16 - No label 17 - Invalid parameter 18 - No contig space 19 - Cant change root 20 - FD obsolete 21 - Deleted 22 - No block device 23 - Bad seek 24 - Internal error 25 - Write only
Warning	<*%PUFLASH%*> Flash Error	*%PUFLASH%* PU Tray 2 Tray 3 Duplex
Warning	Received invalid data. Press <Stop> key	A job has been deleted due to corrupt data being detected by the integrity verification in authentication printing.
Warning	Received invalid data. Press <Stop> key	An unsupported PDL command has been received or a spool command has been received without HDD.
Warning	Remove the connected USB device. Unsupported USB device is connected.	Indicates that an unsupported USB device is connected. This message will be displayed until the unsupported USB device disconnected.

STATUS / CODE	MESSAGE	MEANING / ACTION
Warning	Job Log Writing Error Press <Stop> key	The job log is not registered correctly due to a disk access error when writing to the HDD. Press the Stop button to clear the message from the screen.
Error	Install Paper On *%TRAY%* Please Set paper (*%MEDIA_SIZE%)* To cancel Select [Cancel].	Manual paper feed is required. Manually insert the paper shown by *%MEDIA_SIZE%*. *%TRAY%* MPTray
Error	Login Failed	The PIN you entered is invalid.
Error	Incorrect Password	The password you entered is invalid.
Error	There is no authority to *<%Function%>*.	The PIN ID entered is not authorized to perform the function: *%Function%* copy copy in color fax ScanToMail ScanToUSB ScanToLocalPC ScanToNetworkPC
Error	*%TRAY%* Media Mismatch On *%TRAY%* Please Set paper (*%MEDIA_SIZE%/ %MEDIA_TYPE%)* To cancel Select [Cancel].	The media size or both media size and media type in the tray does not match the print data. Load **mmm/ppp** paper in tray. *%TRAY%* 460: MPTray 461: Tray 1 462: Tray 2 463: Tray 3
Error	Wait a Moment Message Data Processing	Indicates that message data to be updated is being processed.
Error	Wait a Moment Message Data Writing	Indicates that message data to be updated is being written.
Error	Power Off/On Message Data Written OK	Indicates that message data has been written successfully.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error	Check data Message Data Write Error <*%CODE%*>	Indicates that message data to be updated has failed. *%CODE%* is a decimalvalue (one digit) and represents the cause of failure: 1. FAIL: Other errors. 2. DATA_ERROR: Hash check error in data reading/writing, or abnormal FLASH. 3. OVERFLOW: Downloading failure due to FLASH memory full at starting or during writing in a language file. 4. MEMORYFULL: Memory reservation failure. 5. UNSUPPORTED_DATA: Downloading data unsupported on the MFP.
Error	Wait a moment Network Configuration Writing	Displays during the NIC configuration data is storing in the flash memory, as the setting was changed.
Error	Wait a moment Network Initializing	Diplays when the NIC initialization occurs, as the setting is changed.
Error	No Paper On *%TRAY%* Please set paper *%MEDIA_SIZE%* To cancel Select [Cancel].	Printing request is issued to an empty tray. *%TRAY%* 490: MPTray 491: Tray 1 492: Tray 2 493: Tray 3 Load media into tray to allow printing.
Error 440 441	*%TRAY%* Missing Please close *%TRAY%.* To cancel Select [Cancel]	Indicates removal of Tay 1 which is a paper path when printing from Tray 2. Reinstall Tray 1 to allow printing.
Error 430 431	*%TRAY%* Missing Please close *%TRAY%.* To cancel Select [Cancel]	Paper tray has been removed. Reinstall tray to allow printing. *%TRAY%* Tray 1 Tray 2 Tray 2
Error 420	Memory Overflow Memory Overflow	Memory capacity overflow. Press the on-line key to continue printing. Install expansion RAM or decrease data size.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error 410 411 412 413	<*%COLOR%*> Toner Empty	Toner empty. 410: Y 411: M 412: C 413: K Warning status takes effect at Cover Open/Close. Allows printing approx. 20 pages (A4 5% duty, density 5%).
Error 554 555 556 557	*%COLOR%* Toner Regional Mismatch *%ERRCODE%*	Incorrect toner cartridge Replace with genuine toner cartridge. Error 554: Y Error 555: M Error 556: C Error 557: K
Error 614 615 616 617	*%COLOR%* Toner Regional Mismatch *%ERRCODE%*	Incompatible toner cartridge Replace with genuine toner cartridge. Error 614: Y Error 615: M Error 616: C Error 617: K
Error 620 621 622 623	*%COLOR%* Toner Regional Mismatch *%ERRCODE%*	Incompatible toner cartridge Replace with genuine toner cartridge. Error 620: Y Error 621: M Error 622: C Error 623: K
Error 550 551 552 553	*%COLOR%* Toner Regional Mismatch *%ERRCODE%*	Incompatible toner cartridge Replace with genuine toner cartridge. Error 550: Y Error 551: M Error 552: C Error 553: K
Error 610 611 612 613	*%COLOR%* Toner not installed	Toner cartridge is not fitted. Install genuine toner cartridge. Error 610: Y Error 611: M Error 612: C Error 613: K

STATUS / CODE	MESSAGE	MEANING / ACTION
Error 540 541 542 543	Please check *%COLOR%* Toner cartridge *%ERRCODE%*	If the code appears, contact your dealer. Error 540: Y Error 541: M Error 542: C Error 543: K
Error 401	Paper size error Open & check the flashing cover	Inappropriate long paper was fed from a tray. Check whether multi feed has happened (See "Clearing Paper Jams"). Open and close the cover to perform recovery printing, and continue.
Error 400	Paper size error Open & check the flashing cover	Inappropriate size paper was fed from a tray. Check the paper in the tray or check for multi feed (See "Clearing Paper Jams"). Open and close the cover to perform recovery printing, and continue.
Error 390	Paper jam! Open & check the flashing cover	Paper jam occurred during paper feeding from MP tray. See "Clearing Paper Jams" . If the code still appears, contact your dealer.
Error 391 392 393	Paper jam! Open & check the flashing cover	Open the front cover, remove the paper and close the cover. Error 391: Tray 1 Error 392: Tray 2 Error 393: Tray 3 See "Clearing Paper Jams" . If the code still appears, contact your dealer.
Error 380	Paper jam! Open & check the flashing cover	Open the front cover, remove the paper and close the cover. See "Clearing Paper Jams" . If the code still appears, contact your dealer.
Error 381 382 383 385 389	Paper jam! Open & check the flashing cover	Open the top cover, remove the paper and close the cover. Error 381: Transport Error 382: Exit Error 383: Duplex entry Error 385: Around fuser unit Error 389: Printing page lost See "Clearing Paper Jams" . If the code still appears, contact your dealer.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error 370 371 373	Paper jam! Open & check the flashing cover	Open the duplex cover, remove the paper and close the cover. Error 370: Duplex reversal Error 371: Duplex input Error 373: Multi-feed into duplex (duplex remain jam) See “Clearing Paper Jams” . If the code still appears, contact your dealer.
Error 372	Paper jam! Open & check the flashing cover	Misfeed from duplex. Open the front cover, remove the paper and close the cover. See “Clearing Paper Jams” . If the code still appears, contact your dealer.
Error 360	Install Duplex Unit	Duplex unit is open (removed). When this error is detected, printing stops.
Error 350 351 352 353	Please install New *%COLOR%* Image Drum	The image drum has reached the end of its life (alarm). Error 350: Y Error 351: M Error 352: C Error 353: K Warning status takes effect at cover open/close.
Error 560 561 562 563	Please install New *%COLOR%* Image Drum	The toner empty error occurs after the image drum has reached the end of its life. Error 560: Y Error 561: M Error 562: C Error 563: K Message is displayed until the image drum is replaced.
Error 354	Please change Fuser Unit: *%ERRCODE%*	The fuser has reached the end of its life and printing will stop. Warning status takes effect at cover open/close. Replace fuser.
Error 355	Please change Belt Unit: *%ERRCODE%*	The transfer belt has reached the end of its life and printing will stop. Warning status takes effect at cover open/close. Replace transfer belt.
Error 348	Please check Fuser Unit: *%ERRCODE%*	Open the top cover, check the fuser is installed correctly and close the cover. If the code still displays, replace the fuser.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error 544 545 546 547	Please check *%COLOR%* Toner Cartridge: *%ERRCODE%*	Toner cartridge lever has not been locked. Lock into place securely. Error 544: Y Error 545: M Error 546: C Error 547: K
Error 340 341 342 343	Please check *%COLOR%* Image Drum	Image drum not installed correctly. Fit image drum. Error 340: Y Error 341: M Error 342: C Error 343: K
Error 320	Please check Fuser Unit	Fuser unit is not installed correctly. Fit fuser unit.
Error 330	Please check Belt Unit	Belt unit is not installed correctly. Fit belt unit.
Error 321	Power Off and Wait for a while	Motor driver IC overheat detected.
Error 310 311	Cover Open Close the flashing cover	Close the cover. Error 310: Top cover Error 311: Front cover If the code still appears, contact your dealer.
Error 316	Cover Open Close the flashing cover	Close the duplex cover. If the code still appears, contact your dealer.
Error	Cover Open Close the flashing cover	Indicates that the ADF cover is open. Indicates that the inter-lock cover on the scanner unit is lifted up. Note: If the inter-lock cover is lifted up during scanning from the ADF, a document jam message will display. If the code still appears, contact your dealer.
Error	Document jam! Open & check the flashing cover	Indicates a document jam has occurred during scanning. See “Clearing Paper Jams” . If the code still appears, contact your dealer.
Error	Wait a Moment Program Data Receiving	Your machine's network card firmware is being reprogrammed.
Error	Wait a Moment Program Data Received OK	Your machine's network card firmware is being reprogrammed.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error	Check Data Program Data Receive Error *<%DLCODE%>*	An error has occurred while your machine’s network card firmware is being reprogrammed. *%DLCODE%* 1. File size error. 2. Check-sum error. 3. Invalid printer model number 4. Invalid module I/F version 5. Invalid FAT version
Error	Wait a Moment Program Data Writing	Your machine’s network card firmware is being reprogrammed.
Error	Power Off/On Program Data Written OK	Your machine's network card firmware has been reprogrammed successfully.
Error	Check Data Program Data Write Error *<%DLCODE%>*	An error has occurred while your machine’s network card firmware is being reprogrammed. *%DLCODE%* 1. Memory allocation error 2. Download file error 3. Device allocation error 4. No device space 5. File writing failure 6. CU-F/W mismatch
Error	Shutdown screen & Initializing screen	Controller unit is rebooting. %CODE%: 0 … Reboot due to a reason other than the following. 1 … Reboot due to PJLCommand. 2 … Reboot in accordance with a menu change. 3 … Reboot due to quit operator of PostScript Language. 4 … reboot by Network Utility (including Web).
Error	Shutdown in progress	Your machine is shutting down.
Error	Please turn off the Power.	Shutdown complete.
Error	Lamp Error. Please call service.	Indicates that a lamp error error has occured. If the code still appears, contact your dealer.
Error	Carriage Error	Indicates that a mirror carriage error has occured. If the code still appears, contact your dealer.
Error	USB Memory Full Press <Stop> key	Indicates that file saving has failed due to insufficient free space in the USB memory.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error	Writing Failed Press <Stop> key	Indicates that file saving has failed; file is write-protected.
Error	USB Memory disconnected Press <Stop> key	Indicates that the USB memory was extracted and file saving has stopped.
Error	Connect to PC Failed Press <Stop> key	Machine has failed to connect to a PC.
Error	Mirror Carriage Mode Mirror carriage is locked. Turn screws at 2 places shown in the following figure, release the lock, and touch the [Release] button.	The scanner mirror carriage is locked.
Error	Memory Overflow Rx Press <Stop> key	Fax memory capacity overflow has occured during fax receiving.
Error	Communication Error Press <Stop> key	Fax transmission has failed. For details press the Fax Job View/Cancel button.
Error	Communication Error Press <Stop> key	Fax receiving has failed. For details press the Fax Job View/Cancel button.
Error	Connot store Fax job	Maximum number of delayed fax registration has already been met.
Error	File Transmission Error Press <Stop> key	File sending has failed due to file server problems, network cable disconnected or network trouble.
Error	E-mail Transmission Error Press <Stop> key	E-mail sending has failed due to mail server problems, network cable disconnected or network trouble.
Error	Check SMTP Settings Press <Stop> key	Failed to connect with SMTP server.
Error	Check POP3 Settings Press <Stop> key	Failed to connect with POP3 server.
Error	SMTP Login Failed Press <Stop> key	Failed to login in SMTP server.
Error	SMTP Auth. Unsupported Press <Stop> key	Authentication is not unsupported by SMTP server.
Error	POP3 Login Failed Press <Stop> key	Failed to login in POP3 server.
Error	Check LDAP Settings	Failed to connect with LDAP server.
Error	LDAP Login Failed	Failed to login in LDAP server.
Error	LDAP Communication Error	Communication with LDAP server has disconnected.
Error	Searching for Address Failed	Cannot find out the target address from the LDAP server.

STATUS / CODE	MESSAGE	MEANING / ACTION
Error	Search Results Exceeded the Limit	Search results from LDAP server exceeded the upper limit.
Error	Search Root Error	Search root not found in LDAP server.
Error	Address Search Time-out	Search failed; time-out error.
Error	Getting Target IP Failed Check DHCP Settings	DHCP server not found. Note: Scan to Email, Scan to Network PC and Scan to Remote PC are unavailable during this status.
Error	Check DNS Settings Press <Stop> key	Failed to connect with DNS server.
Error	Check Server Settings Press <Stop> key	Failed to connect with file server.
Error	Server Login Failed Press <Stop> key	Failed to login in CIFS or FTP server.
Error	Entering Directory Failed Press <Stop> key	Failed to access directory in FTP server.
Error	Changing Data Transfer Type Failed Press <Stop> key	Indicates that the data transfer type is not supported in the FTP server. Change the data transfer type in FTP server.
Error	File Writing Failed Press <Stop> key	Failed to save image file in file server during Scan to Network PC execution.
Error	Storage Space Full Press <Stop> key	File sending failed due to insufficient free space in storage device (FTP Server).
Error	Change File Name Press <Stop> key	File sending failed due to a problem with the file name (FTP Server).
Error	Unsupported Server Press <Stop> key	Indicates that the server does not support CIFS/FTP.
Error	Check Network Share Name Press <Stop> key	Indicates that the network folder name is wrong (CIFS server).
Error	Check Data Program Data Write Error *<%DLCODE%>*	An error has occurred while writing the SIP download data. *%DLCODE%* 1. Data transfer error 2. No device space 3. Check sum error 4. Chip detection error 5. Chip erase error 6. Chip writing error 7. Chip verify error 8. Data error (product code is wrong, etc.) 9. Data size error

STATUS / CODE	MESSAGE	MEANING / ACTION
Error	Inspection is required. *%ERRCODE%*: SIP Error	Scan Image Processing has failed. Switch the power supply off and then back on. *%ERRCODE%* 1. RAM Check Error 2. Illegal parameters 3. Memory Overflow 4. Scanner Receiving Time-out 5. Others (Fatal Error)
Fatal 126	Power Off and Wait for a while *%ERRCODE%*: Condensing Error	Water vapor has condensed into liquid droplets in the MFP. Turn off the MFP and wait for a while. If a fatal code still appears, contact your dealer.
Fatal	Power Off/On *%ERRCODE%*: Fatal Error	If a fatal code appears, contact your dealer.
Fatal	Inspection is required *%ERRCODE%*: Fatal Error	If a fatal code appears, contact your dealer.

Specifications

	ITEM	SPECIFICATION
General		
	Dimensions	22.25 x 26.6 x 26.3 inches (W x D x H) [565 x 658 x 669 mm]
	Weight	Approximately 147 lbs. (66.5 kg)
	Power source	Input: 120 VAC, 50 to 60 Hz 220 to 240 VAC, 50 to 60 Hz
	Power consumption	Operating: 1300 W max. Normal operating: 700 W av. (77°F/25^{o}C) Stand-by: 160 W av. (77°F/25^{o}C) Power save mode: 25 W max.
	Environmental: Noise Temperature Humidity	 <54 dBA 50°F to 89.6°F (10°C to 32°C) 2 0% to 80% RH
Scanning		
	Image sensor	Color CCD
	Light source	Cold Cathode Fluorescent Lamp (CCFL)
	Optical resolution	600 x 600 dpi
	Output data	Type: Device RGB Resolution: 600 x 600 dpi, 600 x 300 dpi Data bit depth: 24 bit (8 bit x 3)
	Touch screen	Size: 5.8 inch (147 mm) No. of characters: 320 x 240 dots Contrast adjustment: yes Back light: CCFL
	LED indications	Power Save - red Alarm - red Comm. - green Memory Receive - green Help - green Interrupt - green Fax Job View/Cancel - green Mono Start - green Color Start - green
	Lamp life	1,000 hours (light on accumulative hours)
	Recommended daily scans (FBS)	Up to 250 sheets a day
	Scanner life (FBS)	5 years or 300,000 scans

	ITEM	SPECIFICATION
ADF		
	Reverse automatic document feed	Yes, U-turn path double sided sheet through type
	Document size	11.7 inches, 5 x 5.8 inches, longest 35.4 inches 297 mm, 128.5 x 148.5 mm, longest 900 mm
	Document weight/ thickness	Continuous Feed: 17 to 24 lb. US Bond (60 to 105 g/m²) Single Sheet Feed: 17 to 28 lb. US Bond (60 to 128 g/m²)
	Paper feed	Face up
	Capacity	50 Letter sheets (20 lb. US Bond, 75 g/m²) 25 Tabloid sheets (20 lb. US Bond, 75 g/m²)
	Scanner life	5 years or 80,000 scans
Copy Specification		
	Speed	26 pages per minute color 33 pages per minute monochrome
	Number of copies	Up to 999
	Resolution	Text, Text&Photo, Photo: 300 x 300dpi Extra Fine: 600 x 600 dpi
	Doc. Type	Text, Text&Photo, Photo, Extra Fine
	Density	7 levels
	Zoom	25% to 400%
	Input tray	Tray 1 / MP Tray / Tray 2 (optional) / Tray 3 (optional)
	Edge erase	5 to 50 mm (0.2 to 2 inches)
	Margin	-25 to +25 mm (-1 to +1 inch)
	Paper saving (N-in-1)	2-in-1 4-in-1 (horizontal or vertical layout) 8-in-1 (horizontal or vertical layout)
	Multiple image (Repeat)	x2, x4, x8
	Sort (collate)	ON/OFF
	Duplex copy	OFF, 1->2 sides, 2->2 sides, 2->1 side
	Book copy	OFF, Left, Right
	Erase centre	1 to 50 mm (0.1 to 2 inches)
	Mixed size	OFF/ON
	Cont. scan	OFF/ON
	Scan size	Auto, A3, B4, A4, A4(SEF), B5, B5(SEF), A5, A5(SEF), Letter, Letter(SEF), Tabloid, Legal 14, H.LTR

	ITEM	SPECIFICATION
Network Specification		
	Connectivity	Ethernet 100Base-TX/10Base-T auto-negotiation with RJ-45 connector
	Network protocol	TCP/IP: Network layer - ARP, IP, ICMP, IPv6 Transport layer - TCP, UDP Application layer - LPR, FTP, TELNET, HTTP, IPP, DHCP/BOOTP, SMTP, WINS, SNMPv1/v3 NetBEUI: SMB, NetBIOS Netware: Remote printer mode (max. 8 print servers) Print server mode (max. 8 file server, 32 queues) Encrypted password support (in print server mode) NetWare6J/5J/4.1J (NDS, boundary) SNMP ETHERTALK: ELAP, AARP, DDP, AEP, NBP, ZIP, RTMP, ATP, PAP IEEE802.1X IEEE802.1X: EAP-TLS, PEAP
	Supported browsers	Microsoft IE 4.1 or higher Netscape Navigator 4.0 or higher
	Configuration requirement	IP address Subnet mask Gateway SMTP server/POP3 server FTP server Web server
Fax Specification		
	Circuits	PSTN, PBX line
	Compatibility	Super G3 and G3
	Transmission speed	Under 3 sec (Super G3); 6 sec (G3)
	Line interface	Dual RJ-11C (Line and TEL)
	Compression method	MH, MR, MMR, JBIG
	Memory backup	72 hours (after 48 hours full-charge)
	Image data memory	16 MB (ITU-T; 1024 A4 sheets)
	Send capacity	Max. Tabloid (A3) width Max. 35.4 inches (900 mm) length
	Resolution: Standard Fine Photo Extra fine	 203 x 98 dpi 203 x 196 dpi 203 x 196 dpi 406 x 392 dpi

	ITEM	SPECIFICATION
	Speed dials	500
	Group dial	32 groups
	Auto redial	Yes
	Sender ID	Yes (max. 22 characters)
	Transmission: Broadcast Delayed F-code F-code polling PC fax	 Yes (max. 530 transmissions) Yes (up to 100 transmissions; up to one month from current date/time) Yes, using ITU standard sub address and pass code Yes, using ITU standard sub address and pass code Yes, from a pc application via fax driver
	Receive: Memory Remote F-code Polling F-code polling	 Yes, receives even when printer error or paper out situation occurs Yes Yes, using ITU standard sub address and pass code Yes Yes, using ITU standard sub address and pass code
E-mail Specification		
	Communication protocol	SMTP, MIME, POP3
	File formats: B&W Grey/Color	 PDF, TIFF PDF, TIFF, JPEG, XPS
	Default file format	PDF
	Resolution	75, 100, 150, 200, 300, 400, 600 dpi
	Default resolution	200 dpi
	Address book volume: Max. e-mail addresses Group	 500 32
	Multiple recipients allow	Yes
	Security check	Yes
	Mail server authentication	SMTP, POP3
	Supported mail server application	Lotus Mail Server 5.0 MS Exchange Server 2000 RedHat 7.0 SendMail

	ITEM	SPECIFICATION
	Supported LDAP server	Windows 2000 Active Directory Windows NT 4.0 + MS Exchange 5.5 Lotus Notes R5
	Supported mail application	Microsoft Outlook 2000 Microsoft Outlook Express 5.0 Microsoft Outlook Express 6.0 Netscape Messenger 4.7 Netscape Messenger 4.73 Eudora 4.3.2J Lotus Notes R5
Filing Specification		
	Communication protocol	FTP, HTTP, CIFS
	File formats: B&W Grey/color	 PDF, TIFF PDF, TIFF, JPEG, XPS
	Default file format	PDF
	Resolution	75, 100, 150, 200, 300, 400, 600 dpi
	Default resolution	200 dpi
	Max. number of profiles	50
Printing		
	Speed	26 pages per minute color 33 pages per minute monochrome
	Resolution	600 x 600 dpi 600 x 1200 dpi Optical: 600 x 600 dpi
	Memory	512 MB standard, upgradeable to 768 MB max.
	Paper capacity at 20-lb. US Bond (75 g/m²)	300 sheets in main tray 100 sheets in multi purpose tray 530 sheets in optional 2nd tray 530 sheets in optional 3rd tray
	Paper weight	Minimum, all trays: 17 lb. US Bond (64 g/m²) Maximum: • Main Tray: 32 lb. US Bond (120 g/m²) • MP Tray: 53 lb. US Bond (200 g/m²) • Optional Trays 2 and 3: 47 lb. US Bond (176g/m²)
	Paper output	250 sheets in face down (top) stacker @ <20 lb. US Bond (75 g/m²) 100 sheets in face up (rear) stacker @ <20 lb. US Bond (75 g/m²
	Printer life	600,000 pages or 5 years

	ITEM	SPECIFICATION
	Duty cycle	50,000 pages per month max. for 1 year; 10,000 pages per month average (5% duty)
	Toner life, CMYK, (ISO/IEC19798)	CMY: 10,000 images, K: 9,500 images
	Image drum life	20,000 pages at 3 pages per job
	Belt life	80,000 letter pages at 3 pages per job
	Fuser life	100,000 letter pages

This device is not intended for use at visual display workplaces in compliance with BildscharbV.

Appendix A - Moving and transporting

Moving Your System

1. Enable mirror carriage transfer mode:

(a) Press the **SETUP** button on the control panel.

(b) On the touch screen, press **Admin Setup**.

(c) Enter the administrator password and press **Enter**.

(d) Press **User Install**.

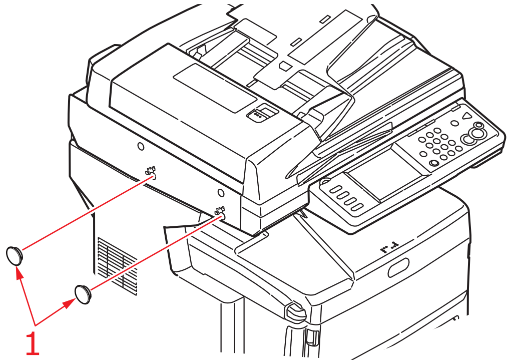
(e) Press the arrow symbol twice to view page 3 of the User Install screen.

(f) Press **Mirror Carriage mode**.

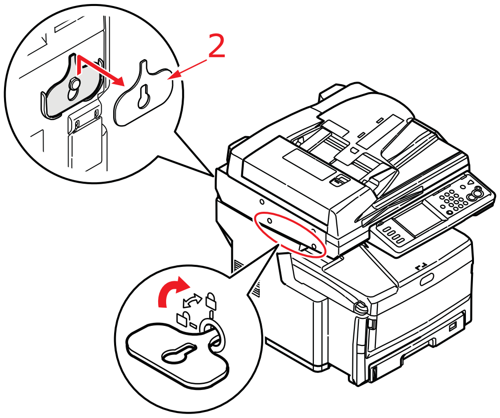
(g) At the prompt, press **Yes** to confirm.



(h) If necessary, remove plugs (1) from the scanner lock locations as shown.



(i) Using the tool provided (2), lock the scanner at the two locations as shown.



(j) On the touch screen, press **Close**.



(k) Press the **SETUP** button on the control panel.

(l) On the touch screen, press **Shutdown**.

(m) On the touch screen, press **Yes** to confirm shutdown.

2. Turn off the MFP and disconnect or remove the following:

- Power cord, earth wire
- Printer cable
- Paper in the paper cassette

3. Move the MFP to the new location.

WARNING!

This product is heavy; a minimum of three people are required to lift it safely.

NOTE
Be sure to unlock the scanner before turning on the MFP after transportation and then disable the mirror carriage transfer mode.

Transporting Your System

WARNING!

Your MFP is a precision machine and can be damaged during transportation if packaged incorrectly.

NOTE
If your machine is equipped with the additional paper tray(s) and cabinet, remove these before transporting. Refer to “Additional Paper Trays and Storage Cabinet” on page 139; the removal process is the reverse of the installation procedure.

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1. Enable mirror carriage transfer mode:

(a) Press the **SETUP** button on the control panel.

(b) On the touch screen, press **Admin Setup**.

(c) Enter the administrator password and press **Enter**.

(d) Press **User Install**.

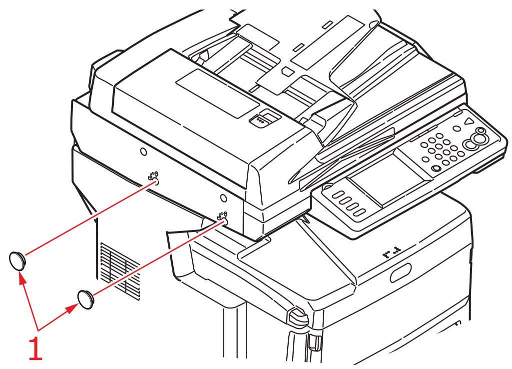
(e) Press the arrow symbol twice to view page 3 of the User Install screen.

(f) Press **Mirror Carriage mode**.

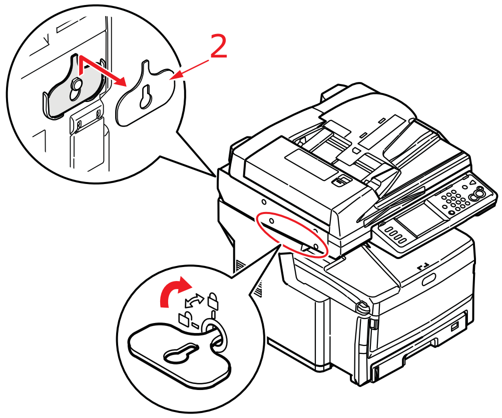
(g) At the prompt, press **Yes** to confirm.



(h) If necessary, remove plugs (1) from the scanner lock locations as shown.



(i) Using the tool provided (2), lock the scanner at the two locations as shown.



(j) On the touch screen, press **Close**.



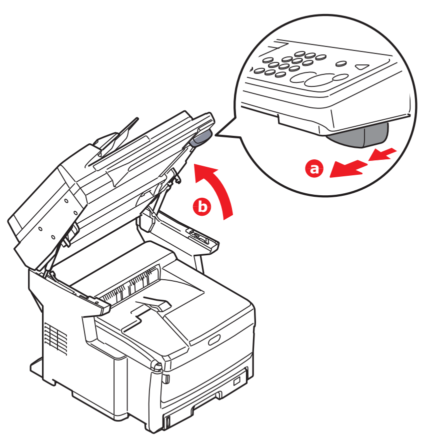
(k) Press the **SETUP** button on the control panel.

(l) On the touch screen, press **Shutdown**.

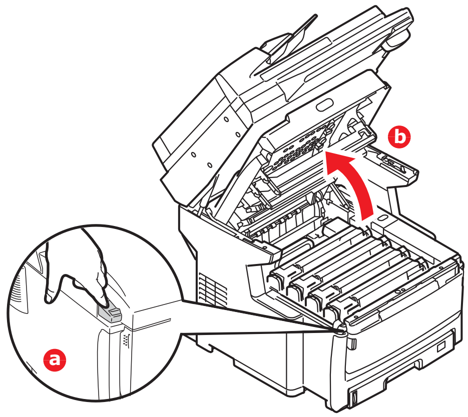
(m) On the touch screen, press **Yes** to confirm shutdown.

2. Turn off the MFP and disconnect or remove the following:
   - Power cord, earth wire
   - Printer cable
   - Paper in the paper cassette

3. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).

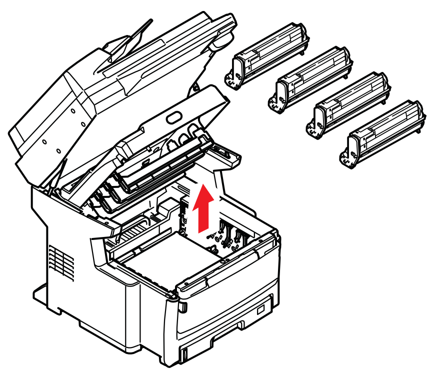


4. Press the cover release (a) and open the top cover (b) fully.



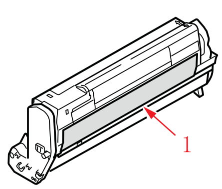
> **WARNING!**
>
> **If the MFP has been in usen, the fuser will be hot. This area is clearly labelled. Do not touch.**

5. Lift each of the image drum units out of the MFP and place them on a flat table.



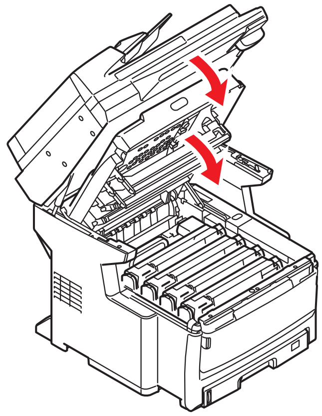
> **CAUTION!**
>
> **The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. Never expose the drum to direct sunlight or very bright room lighting.**

6. Tape each junction of the image drum and toner cartridges with vinyl tape (1).



7. Re-install the image drum units back into the MFP.
8. Close the top cover and press down firmly so that the cover latches closed.

9. Gently lower the scanner.



10. Protect the MFP with cushion pads and put it in a box.

NOTE
It is recommended that you use the original box and packaging if available.

WARNING!

This product is heavy; a minimum of three people are required to lift it safely.

NOTE
Be sure to unlock the scanner before turning on the MFP after transportation and then disable the mirror carriage transfer mode.

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Part Number: OMMFX3400